ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

Resume Repository

March 2005

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Introduction

Overview of the Job Seeker Interface (Jobs Page) and Resume Repository (RR)

In March 2005, the Current Job Opportunities (CJO) interface that the Laboratory had used since 1999 was replaced with a new interface for job seekers. Developed by Employment Engineering (E2), the Jobs Page (http://jobs.lbl.gov) allows a job seeker to search for jobs and to submit an application on line by uploading a resume/CV (.doc, .rtf, .pdf, .htm, .html, or .txt) or by cutting and pasting the resume/CV text into an online form. A job seekers who chooses to upload a resume/CV receives a list of potential job matches that are based upon the key words included in the resume/CV. A job seeker can review jobs and apply for a single job or can select multiple positions and apply simultaneously to all of them. The final step of the application process requires a job seeker to complete a self-identification form regarding gender and ethnicity. ("I choose not to self-identify" is one option.)

Resume Repository (RR) is a companion product to the job seeker interface (Jobs Page) and replaced Restrac/Webhire as the tool used to search for qualified applicants for open positions in March 2005. Resume Repository is a web-based application that allows the user to **search** the database of resumes submitted by job seekers for minimally qualified applicants, to **contact** applicants individually or as a group and store the results of these contacts, to **electronically forward** applicant resumes to hiring managers, to **manage** the list of applicants generated, and to **track** minimally qualified applicants to the job requisition in PeopleSoft.

Definition of Terms

What Is An Applicant?

The Laboratory is an Affirmative Action/Equal Opportunity Employer and has defined an **applicant** as a person who is **minimally qualified** for a position. People who are minimally qualified for a position are those whose skills match the skills listed in the *required* section of the job requisition. All who have the minimum qualifications for a position must be considered (i.e., have their resume and qualifications reviewed) and must be tracked to the requisition in PeopleSoft.

Not everyone who expresses interest in ("applies for") a position is an applicant – only those who are **minimally qualified** are considered applicants. Conversely, not everyone who is an applicant has expressed an interest in ("applied for") a position – people who are identified through a search of Resume Repository, through an AIRS search, through other Internet search processes, through referral, and through other means are considered applicants if they are **minimally qualified**.

(continued)

Terms Used in the Recruitment and Selection Best Practices Model

The Laboratory's Recruitment and Selection Best Practices Model is included in Appendix A. Please direct questions about the model to the Workforce Planning and Employment Manager.

Terms used in the Recruitment and Selection Best Practices Model include the following:

Job Seeker – Anyone who **expresses written interest** in a position by submitting a resume/CV, whether or not the person is minimally qualified

Applicant – Anyone who is **minimally qualified** for an open position (i.e., the person's skills match the skills listed in the required portion of the requisition)

Candidate – Highly qualified applicants who may be contacted for a telephone screen or interview

Finalist – The person(s) to whom a job offer is made.

It is very important to learn the Laboratory terminology so that we all can communicate consistently and effectively with each other. Unfortunately, Resume Repository does not use the exact language that we do, so some "translation" must be done when using the application. For example, every time the word "candidate" appears in Resume Repository, the term "applicant" should be substituted.

Computer Safety and Security

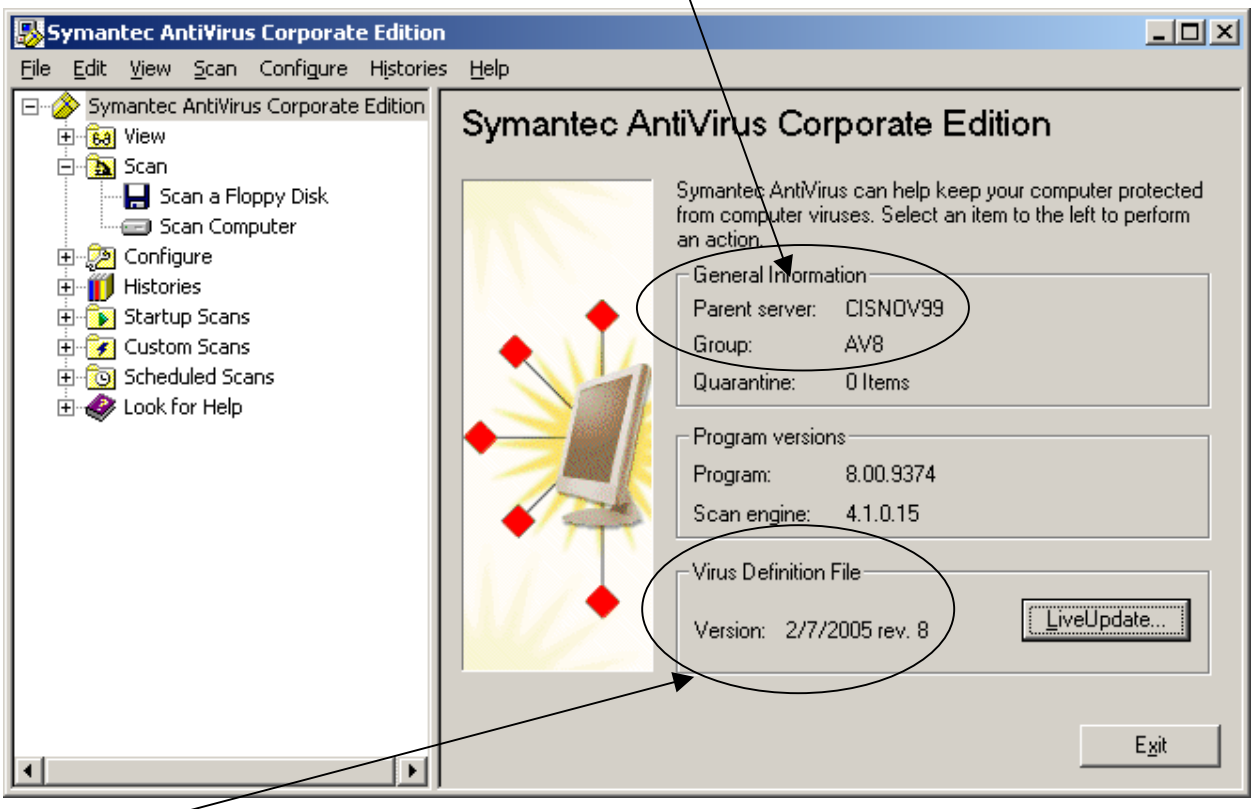
Employee Guidelines for Computer Use

For more information about the topics covered in this section, see the Computer Protection Program web site at http://www.lbl.gov/ITSD/Security/index.html. More specifically, review the computer use guidelines at http://www.lbl.gov/ITSD/Security/guidelines/new-employee.html.

Automatically Update Virus Protection

Because you will be downloading and viewing resumes from unknown sources, you should check to ensure that the virus checking software on your computer automatically updates your virus definition files. To check, click on the Symantec AntiVirus icon on your taskbar or locate the program through Start | All Programs | Symantec Client Security | Symantec Antivirus Client. A screen that looks something like the one shown below should appear.

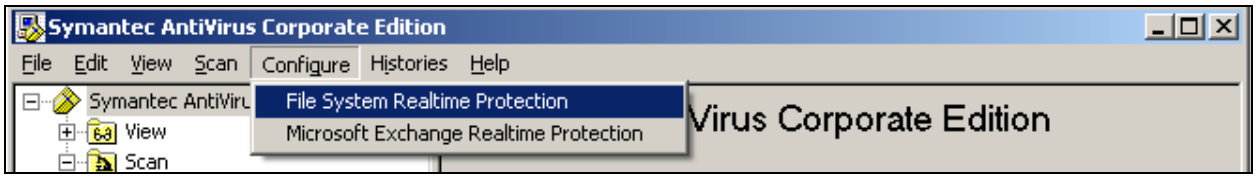
If your computer is set up to be automatically managed, information about the server that provides automatic updates is listed. If your system is not automatically managed, your screen will not display this information, and you can manually update your virus definition files by clicking the "LiveUpdate" button.



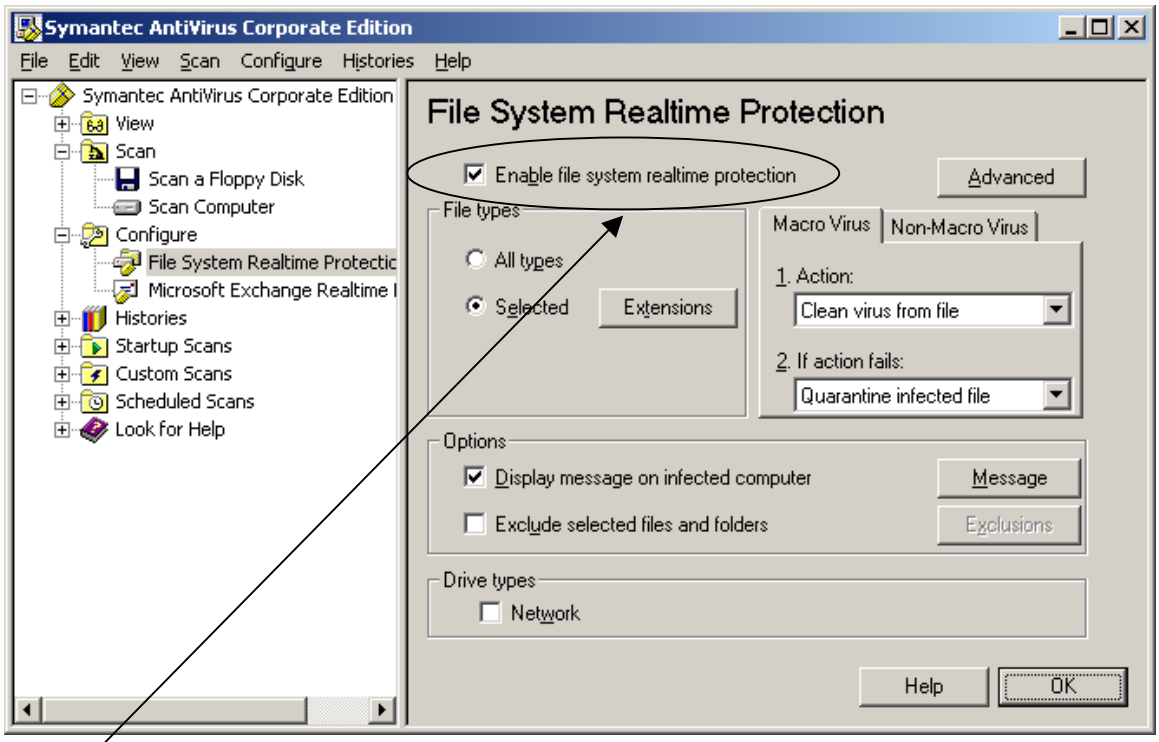
If the date on the virus definition file is not the current date (or within a few days of the current date), call the Help Desk (x4357) to request that your computer be set up to automatically update your virus definition file.

Automatically Scan for Viruses

Your computer should also be set up to automatically scan files for viruses. To check, click on the Symantec AntiVirus icon on your taskbar or locate the program through Start | All Programs | Symantec Client Security | Symantec Antivirus Client. Once in the program, click the Configure Menu and then File System Realtime Protection:



A screen that looks something like the screen below should appear. (Note: The latest version says **File System Auto-Protect** instead of **File System Realtime Protection**, and the checkbox says "Enable Auto-Protect" instead of "Enable file system realtime protection".)



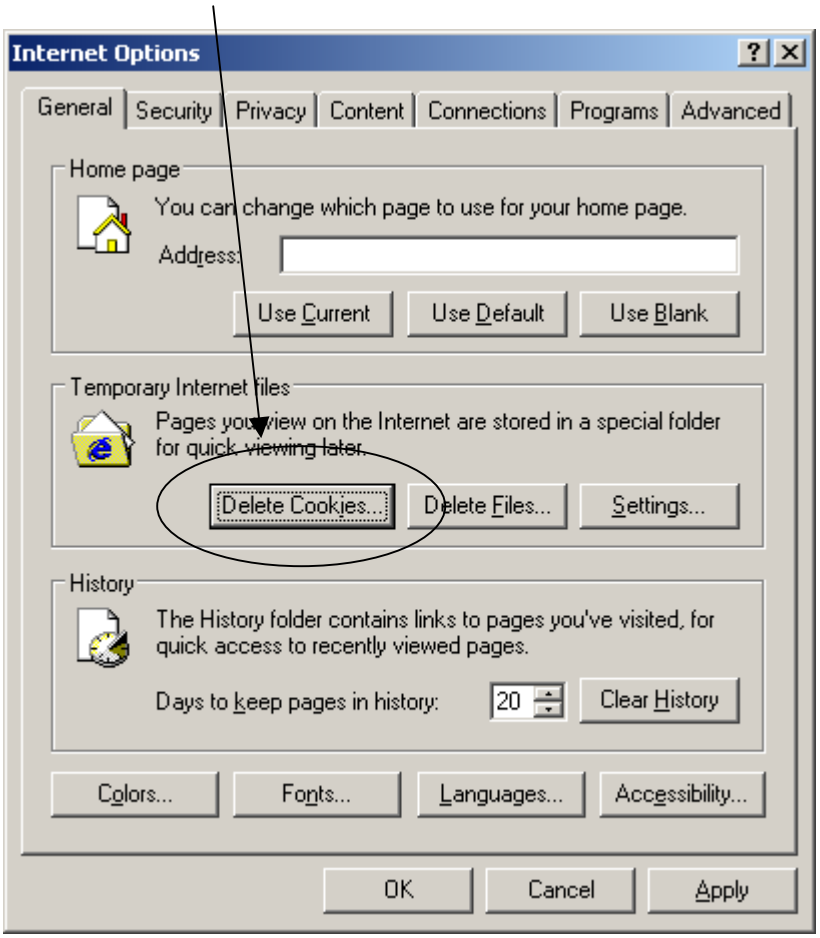
If the box "Enable file system realtime protection" ("Enable Auto-Protect" on the newer version) is not checked, call the Help Desk (x4357) to request that virus scanning be set up to automatically check files on your computer as you create, open, move, copy or run them.

Note: If you use a non-Laboratory computer to access Resume Repository, you should ensure that the computer it is set up with appropriate virus protection and virus scanning software. As of the writing of this manual (February 2005), the Laboratory's license allows you to download a copy of this product for home use.

Check for Spyware

Spyware is hidden software that gathers and sends information about you and your system without your authorization. The Laboratory's Computer Protection Program recommends that you run an anti-spyware program on a regular basis to ensure that your system has not been compromised. See http://www.lbl.gov/ITSD/CIS/Software/ to download the latest version of the Lab-recommended spyware checking/removal utility. If you need assistance in learning how to use this program, read the tutorial on the download page, then call your local computer support person or the Help Desk (x4357) if further assistance is required.

Note: If you run a spyware checking/removal utility, fix identified problems, and then run it immediately again, you may notice the same problems appear. Deleting cookies can sometimes take care of this problem. Go to the Tools menu in Internet Explorer, and select "Internet Options", then click the "Delete Cookies" button on the General tab.



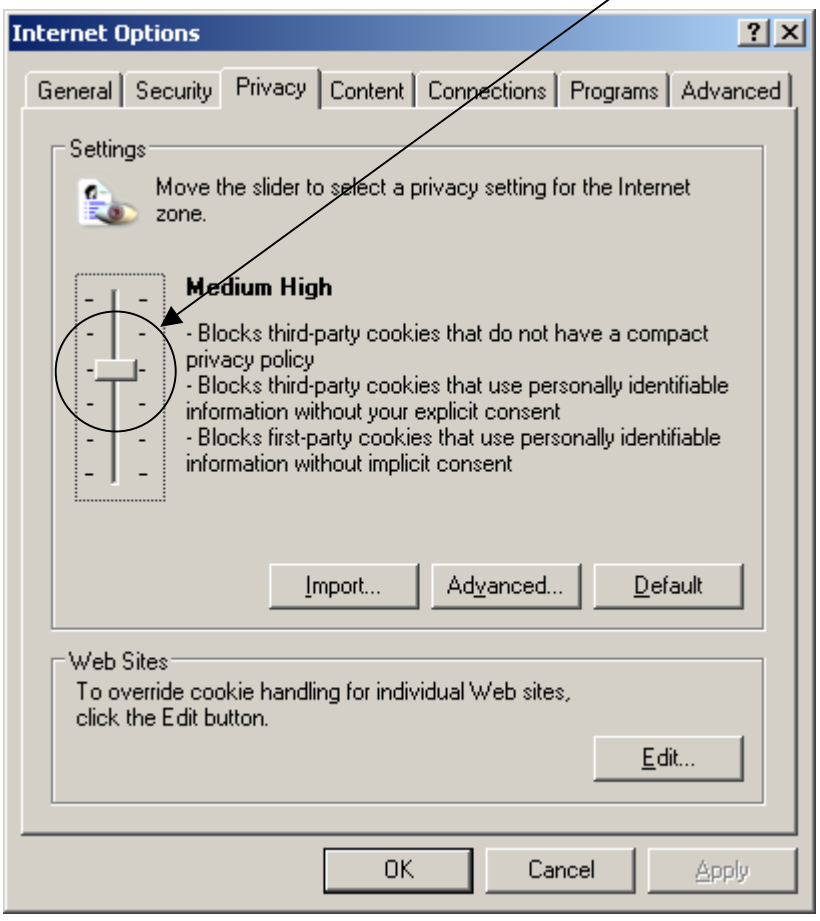
Run the spyware checking/removal utility again. If problems persist, call the Help Desk (x4357) for assistance.

Cookies

When you browse the Internet, some sites create a file on your computer that stores personal information about you or stores information about your preferences when visiting that site. These files are called "cookies". A detailed discussion of cookies is beyond the scope of this manual. (See the Help file in Internet Explorer for more information.)

However, it is important to know that cookies must be allowed for Resume Repository to work correctly. To check your privacy settings (which determine how cookies are handled), go to the Tools menu in Internet Explorer, and select "Internet Options":

Click the "Privacy" tab to access your privacy settings. For Resume Repository to work correctly, the privacy setting must be no higher than Medium High. Move the slider to change settings, if required.

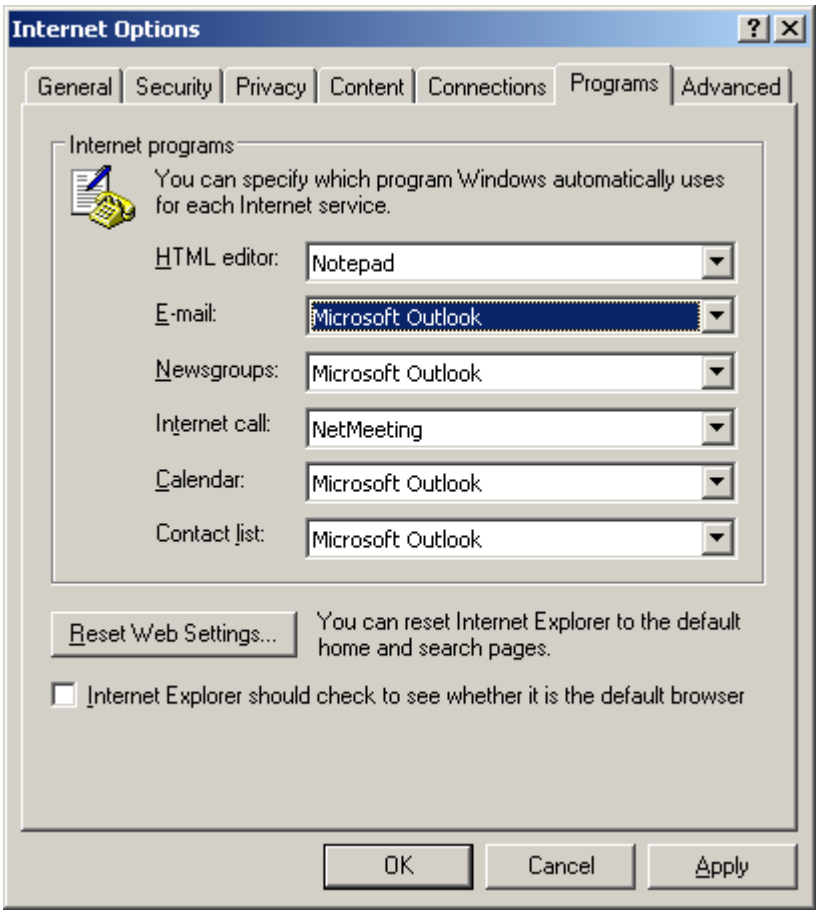


Note: If you prefer a higher privacy setting for general use, change the privacy setting to Medium High at the beginning of a Resume Repository session, and then change the privacy setting back to your preferred setting at the end of the session.

Changing the E-Mail Program Default in Internet Explorer

During the testing phase, some Internet Explorer users reported that clicking on an email link resulted in Microsoft Outlook or Outlook Express coming up rather than Mozilla. To fix this problem, go to the Tools menu and select "Internet Options".

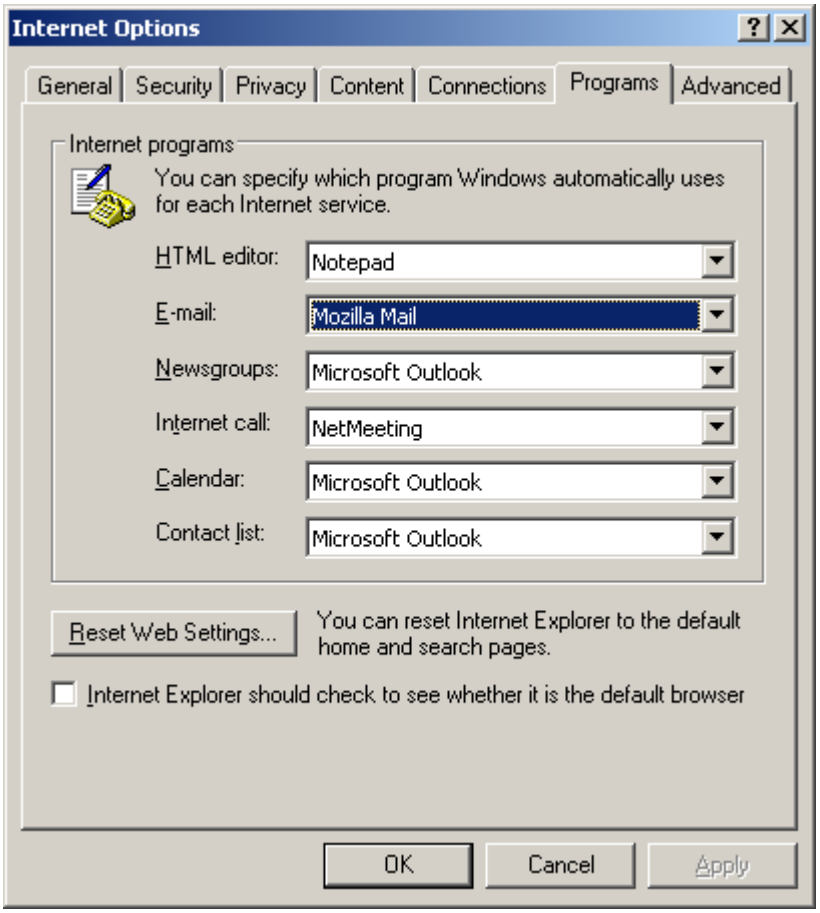
Click the "Programs" tab, and check which e-mail program is listed as the default. If it is set to Mozilla but Microsoft Outlook or Outlook Express still comes up when you click on an email link, change the default E-Mail program back to Microsoft Outlook. Click "OK".



Close all instances of Internet Explorer, then relaunch.

Go to the Tools menu again, and select "Internet Options".

Click the "Programs" tab, and change the default E-Mail program to Mozilla. Click "OK".



E-mail links in Resume Repository should now launch the Mozilla e-mail program (rather than Microsoft Outlook or Outlook Express).

Note: You may need to repeat this process each time you update Internet Explorer and/or do a Windows Update.

Important Notes About Resume Repository

Supported Browsers

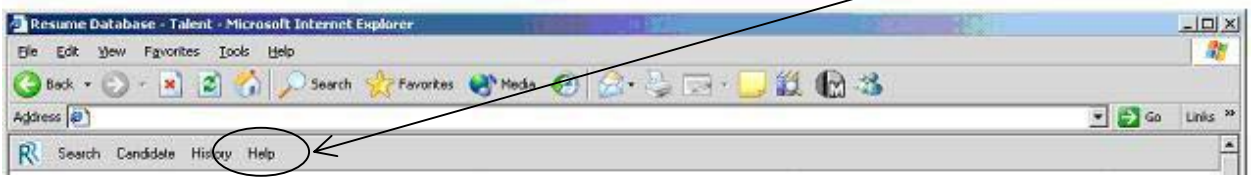
Current browser requirements are listed on the Jobs Page at http://jobs.lbl.gov. Resume Repository works with Microsoft's Internet Explorer and Netscape Communicator; of these two browsers, the Laboratory supports only Internet Explorer. Please do not use any other browser (e.g., Mozilla, Firefox, Safari) as you will experience difficulties. For security reasons, it is recommended that you close Internet Explorer after every use and use the Lab-recommended browser for all other Internet-related activities.

Do Not Use the Back Button

Please follow the steps in this manual closely to achieve good results. Most importantly, ***do not*** use the "Back" button on your browser. Instead, use the menus and links that are part of the Resume Repository application.

On-Line Help

Help for Resume Repository is available on line. From the Resume Repository menu bar (located just under the Address bar in Internet Explorer), click "Help".



Correcting Information in Candidate Information (Applicant Profile)

Ideally, all job seekers will apply on line at http://jobs.lbl.gov rather than by sending a resume to employment@lbl.gov. Because job seekers who apply on line either upload a resume directly or cut and paste information into a profile, they can proofread the information provided to ensure that the right information is in the right fields).

In contrast, resumes/CVs that are sent to employment@lbl.gov are automatically parsed by the Resume Repository vendor. Because there is no intervening human quality check, any parsing errors made by the vendor's application are not corrected. Thus, if you notice anomalies in the resume fields (e.g., the job seeker's name displays as "Vitae, Curriculum" because that was the first line in the curriculum vitae, the address is incomplete, other data are in the wrong fields or incorrect), you will need to go into the applicant profile to correct the data. There are two ways of accessing the applicant profile (described below). From the Talent Review page, click the name of the applicant that needs to be corrected. Alternatively, look up the name of the applicant from the resume database search page.

Managers Without Word Processing Software

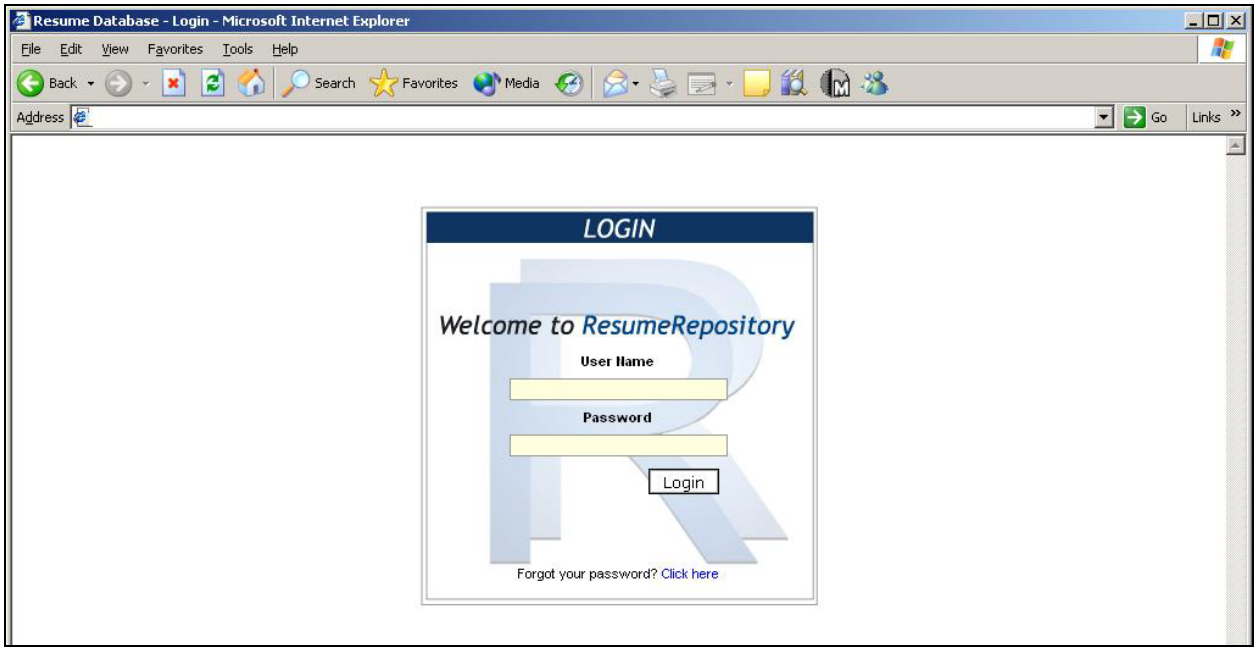
If the hiring manager does not have word processing software compatible with the file format sent by the applicant (e.g., Microsoft Word), send the files to yourself (see "Send All" in the step-by-step instructions below), and save the file in a format that is compatible with the hiring manager's software before forwarding.

Accessing the Resume Repository (RR)

Logging In

Go to http://lbl.peoplecapital.com.

Log in with the user name and password provided to you by the HR Information Systems Group (hris@lbl.gov). Note that your Resume Repository user name and password are not the same as your LDAP user name and password. (Your LDAP user name and password are the ones you use to log in to mail, calendar, LETS, BLIS, and many other Lab applications.)

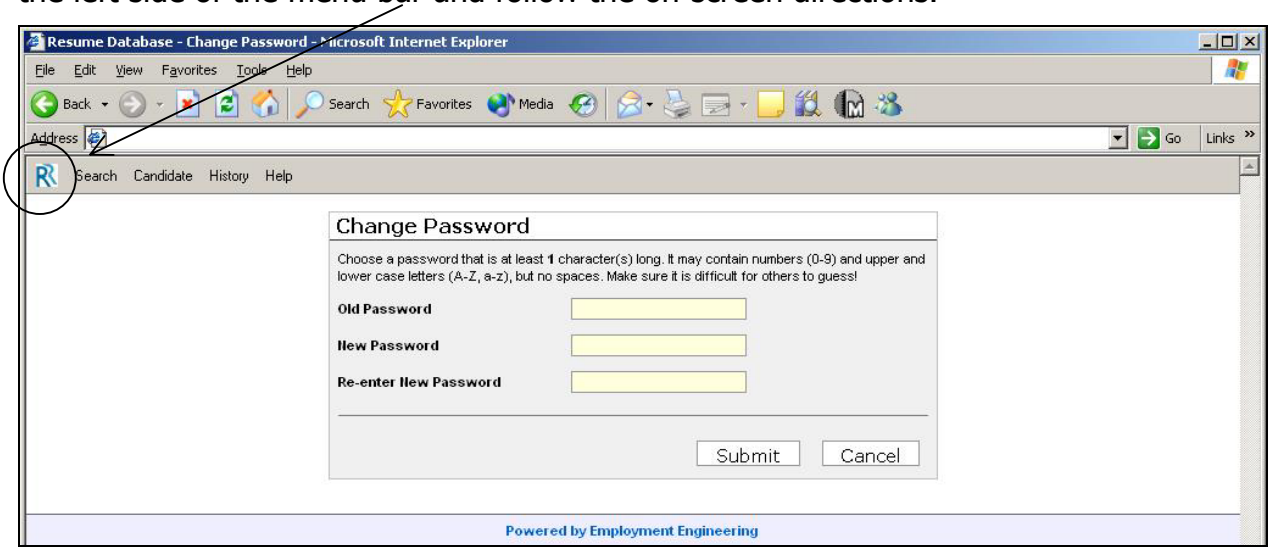


Tip: User Name and Password

Request a user name that is the same as your LDAP user name. Change your password in Resume Repository when you change your LDAP password to keep them synchronized. (Your LDAP user name and password are the ones you use to log in to mail, calendar, LETS, BLIS, and many other Lab applications.)

Changing Your Password

To change your password in Resume Repository, click on the Resume Repository logo on the left side of the menu bar and follow the on-screen directions.



Note: Password Security and LBNL Policy

Although Resume Repository allows you to create a password that is only one character long, you must follow Laboratory policy with regard to passwords. Please see the Laboratory's Regulations and Procedures Manual on line at http://www.lbl.gov/Workplace/RPM/ for current policy.

Forgotten Password

If you forget your password, you can receive a new one via email by clicking on the "Forgot your password? Click here" link on the login page.

You will need to enter your user name to receive a new password via your LBNL email address.

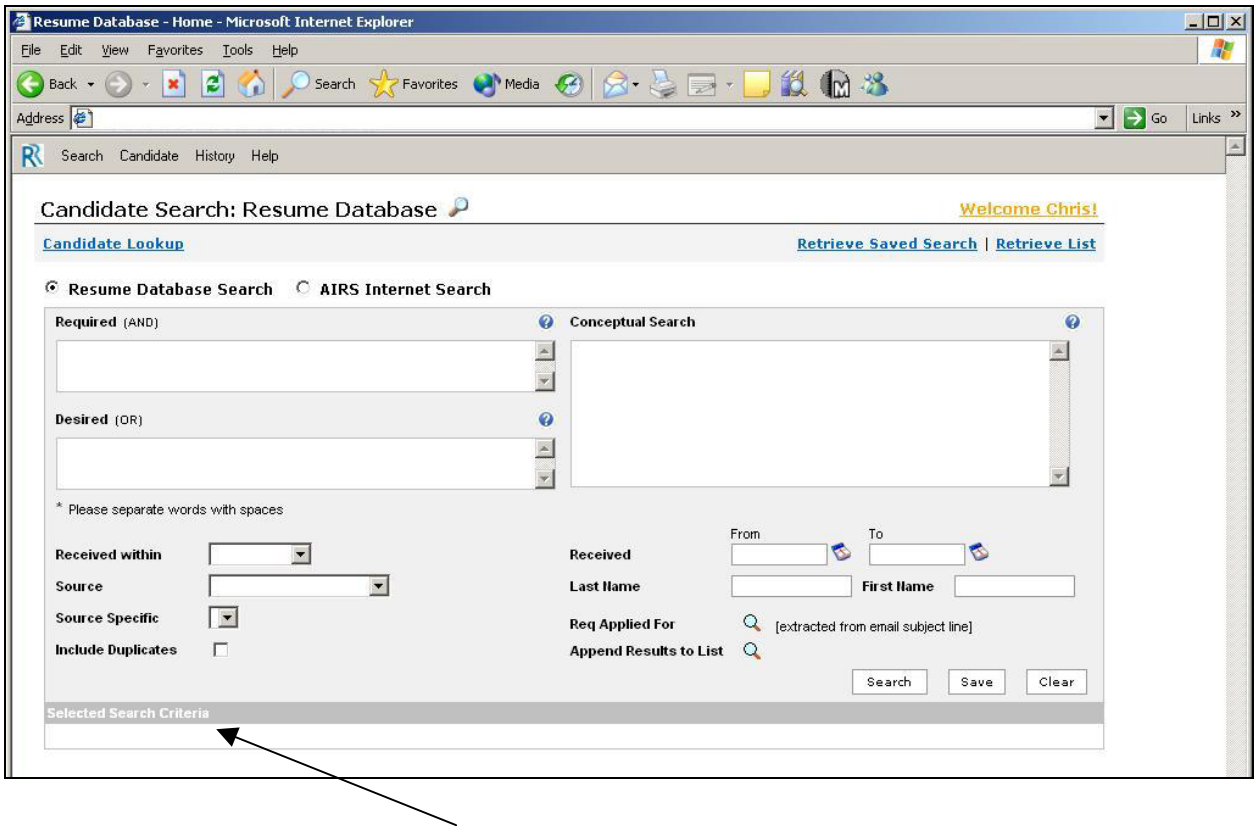
Logging Out

To log out, click on the Resume Repository logo in the top left corner of the menu bar and choose "Logout".

Searching for Applicants

The Search Screen

The initial search screen looks like this:



Search criteria will appear at the bottom of the page as the search is built.

Key to symbols:

Menu (see next page for details)

Hover to read a description of each type of keyword search; context-sensitive help is available on most pages.

Click to bring up a calendar and select a date.

Click to bring up a list of choices for the field.

Click to perform a search based upon the chosen criteria.

Click to save a search for reuse at a later time.

Click to clear the search screen and start over.

The menu

, which appears on every page, includes the following choices:

Change password	Change password
Logout	Log out

Search

Database Search	Opens the initial search page for searching for applicants
AIRS Search	Opens the AIRS search page
Retrieve Saved Search	Displays saved searches (also available in the Candidate menu)
Candidate Lookup	Look up applicants by last name (also available in the Candidate menu)
Recent Candidate Searches	Displays the 25 most recent searches that haven't been saved (access saved searches from "Retrieve Saved Search" in the Candidate menu)

Candidate

Add Candidate	Manually add a candidate and attachments (e.g., resume)
Candidate Lookup	Look up applicants by last name (also available in the Search menu)
Retrieve Candidate List	Displays saved candidate lists
Retrieve Saved Search	Displays saved searches (also available in the Search menu)

History

Recent Candidate Lists	Displays the 25 most recent candidate lists that haven't been saved (access saved candidate lists from the "Retrieve Candidate List" in the Candidate Menu
Recent Candidate Searches	Displays the 25 most recent searches that haven't been saved (access saved searches from "Retrieve Saved Search" in the Candidate menu)

Help

Overview of Search Types

There are two search choices: Resume Database Search (selected by default) and AIRS Internet Search. (AIRS Internet Search training is beyond the scope of this manual; new recruiters should request assistance from the Workforce Planning and Employment Manager or designee. Divisions interested in using AIRS searches would need to acquire their own licenses through the Workforce Planning and Employment Manager.)

The **Resume Database Search** option offers several ways to search: by **keyword** (required, desired, conceptual), by **source**, by **date** the resume was received, by applicant **name**, and by **requisition** applied for. (To ensure consistency with the Laboratory's definition of an applicant, the "requisition applied for" search should be used as a supplement to criteria-based keyword searches, not as a sole means of searching for applicants. See *"What Is An Applicant?"* for more information.) Each of these types of searches is described in more detail below.

Note: Each field works as an "and" condition. Thus, if you enter a combination of keyword, date, source code, and requisition number, you will receive only those resumes that meet all of those criteria. **(Not a valid search for the purpose of identifying applicants.)** Be sure to read the section that describes the process for completing a successful search, below, to maximize the success of your efforts.

Keyword (Criteria) Search

Keyword searches, also known as **criteria searches**, are searches in which specific words are used to locate possible applicants. Keywords/criteria can be **required** (all words/phrases *must* appear in the resume) or **desired** (one or more words/phrases *may* appear in the resume). In addition, Resume Repository offers a **conceptual search** option, in which the keyword will return resumes that contain words similar in type (concept) to the original word. For example, entering "HR" as the only conceptual keyword will return resumes in which any of the following are present: human resources, compensation, benefits, employee relations, HRIS, staffing, recruitment, turnover, I-9, etc. (Try it!)

The search engine looks in the body of the attachment (the resume) for the required, desired, and/or conceptual keywords specified. When entering keywords (which are not case sensitive), keep the following in mind:

- Separate each keyword with spaces. (In the "required" search field, spaces are treated like AND. In the "desired" search field, spaces are treated like OR.)
- Group phrases using quotation marks (e.g., "human resources").
- Use two or more words or phrases when using the "desired" field. (If only one is used, the single word or phrase functions as an "and" (required) condition.)
- Optional: Use "OR" to separate words or phrases in the required and conceptual search fields. (Words or phrases in the desired search field are already OR conditions.) For example, this search: **HR Word or Excel** would find resumes containing HR and either Word or Excel. The Resume Repository Help file has additional examples.

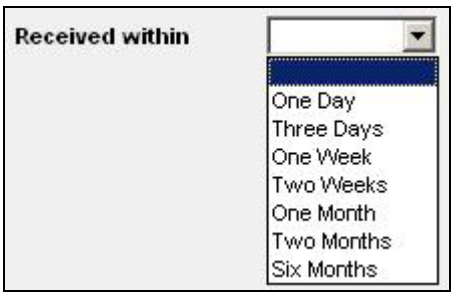
Resumes that are displayed as the result of a search show keywords highlighted as follows:

- Required terms appear in yellow.
- Desired terms appear in blue.
- Conceptual terms appear in green.

More information on the search process can be found in the on-line help file.

Date Search

There are two ways to limit a search using dates. One way is to select from the "received within" drop down menu:



The other way is to select resumes that were received between two dates (e.g., between the last time a search was completed and today's date):

Source Code Search

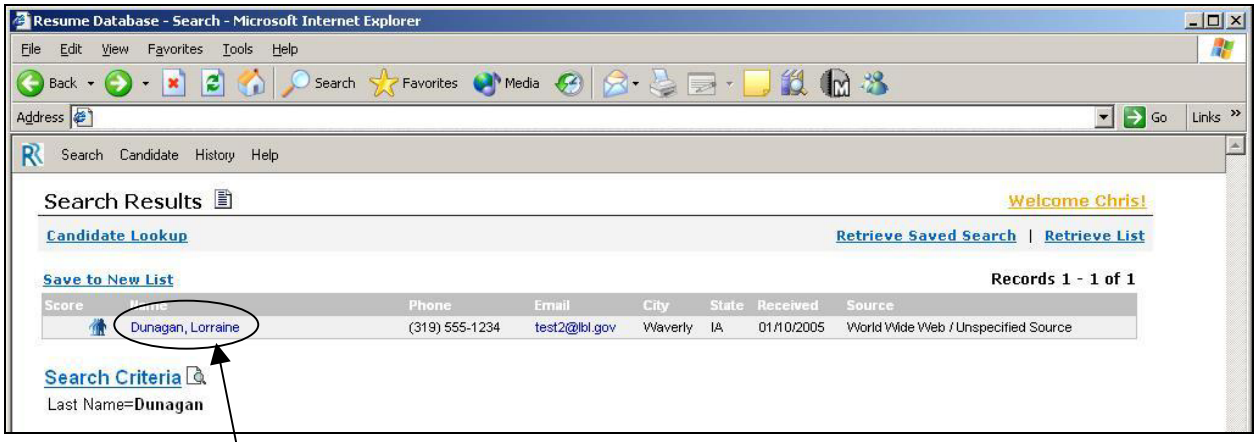
Because Resume Repository interfaces with LBNL's PeopleSoft database, an up-to-date list of Laboratory sources (both general and specific) are available for searching. This search can be useful in determining how many job seekers attended an event or responded to a particular form of advertising. This field should ***not*** be used in conjunction with keyword searches to locate qualified applicants because general and specific sources are not required qualifications for a position. (*Remember*: Each field works as an "and" condition.)

Select the general source (e.g., advertisement, college recruiting, Web) from the "Source" drop-down list. Select the specific source (a list linked to the general source) using the "Source Specific" drop-down list if desired.

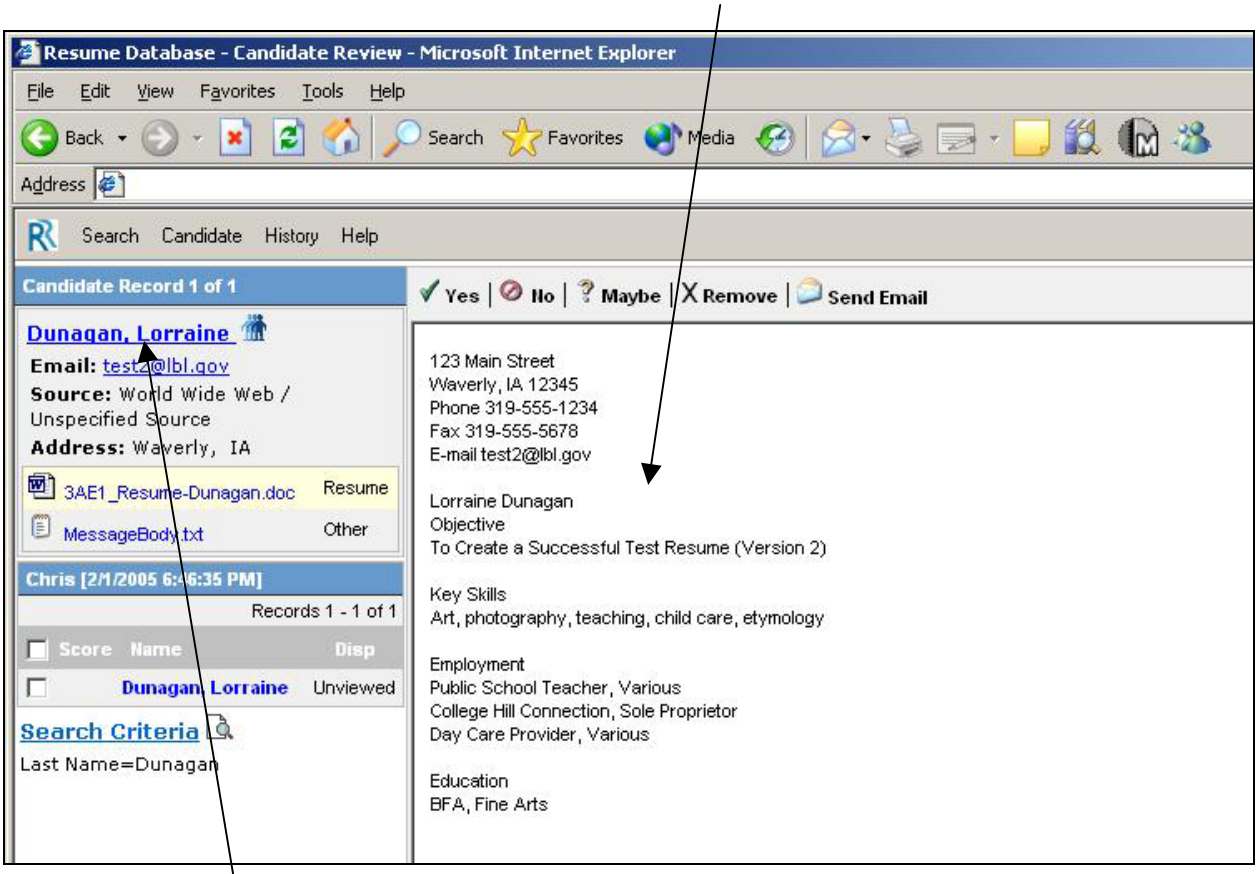
Tip: To determine the effectiveness of multiple sources, the easiest approach is to query PeopleSoft for the number of applicants by source using the REC_LINKED_APP_BY_REQ query.

Name Search

To search for a person by name, enter the last name and first name in the respective name fields on the initial search screen (shown on page 15 of this manual). The search results screen will appear:

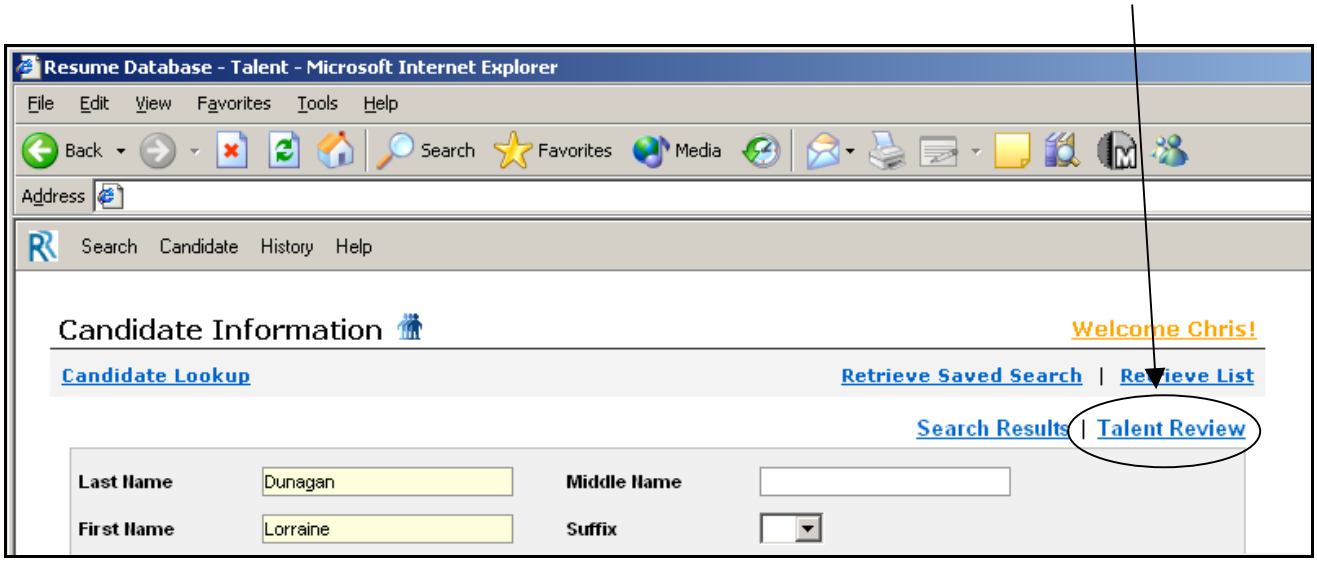


Clicking on the name here will bring up a copy of the resume:



Clicking on the name here will bring up the candidate information (applicant profile) page. The candidate information (applicant profile) page is shown in the last section of this manual and described in more detail.

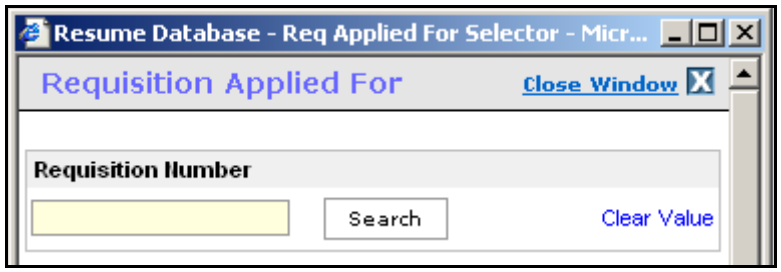
To return from the candidate information (applicant profile) page, click "Talent Review".



Requisition Applied for Search

To review a list of job seekers who expressed an interest in a particular position, click on the magnifying glass in the Req Applied For field:

Enter the number of the requisition:

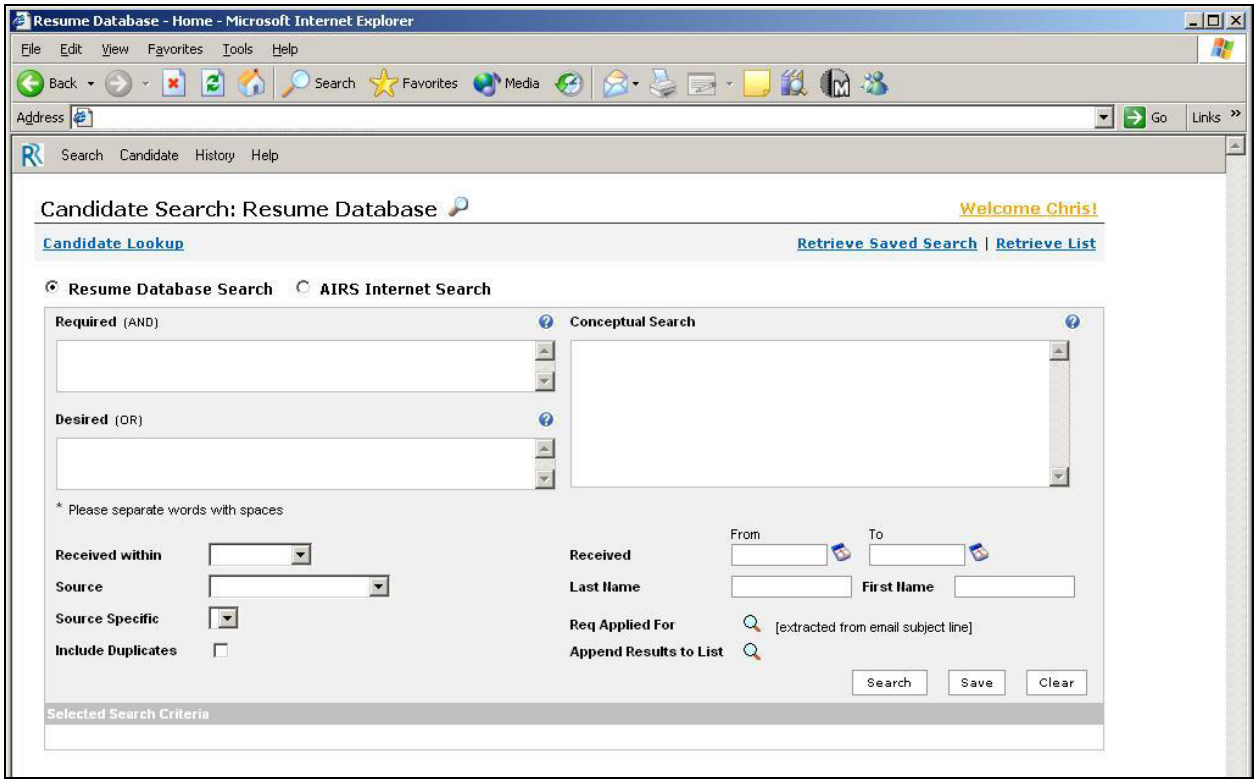


This field can be used in conjunction with keyword searches as described in the "Step-By-Step Search Instructions" section, below.

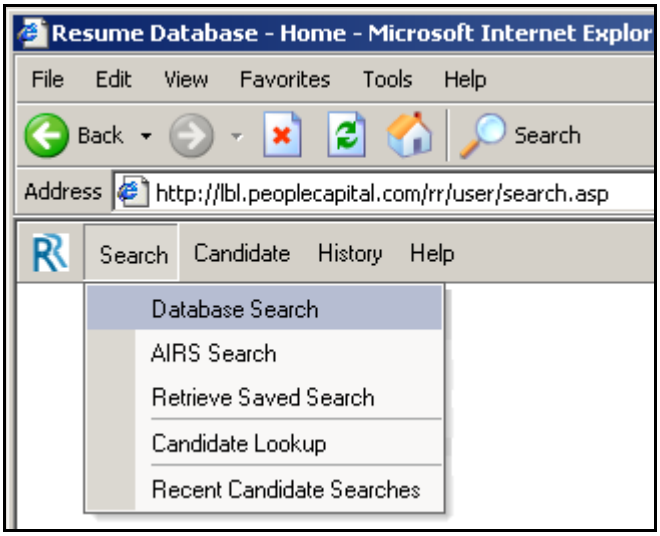
Step-By-Step Search Instructions Using Keywords/Criteria

This section describes how to successfully complete a search step by step. Refer to the section entitled "Overview of Search Types", above, to understand the various types of search fields in the initial search screen.

First Search

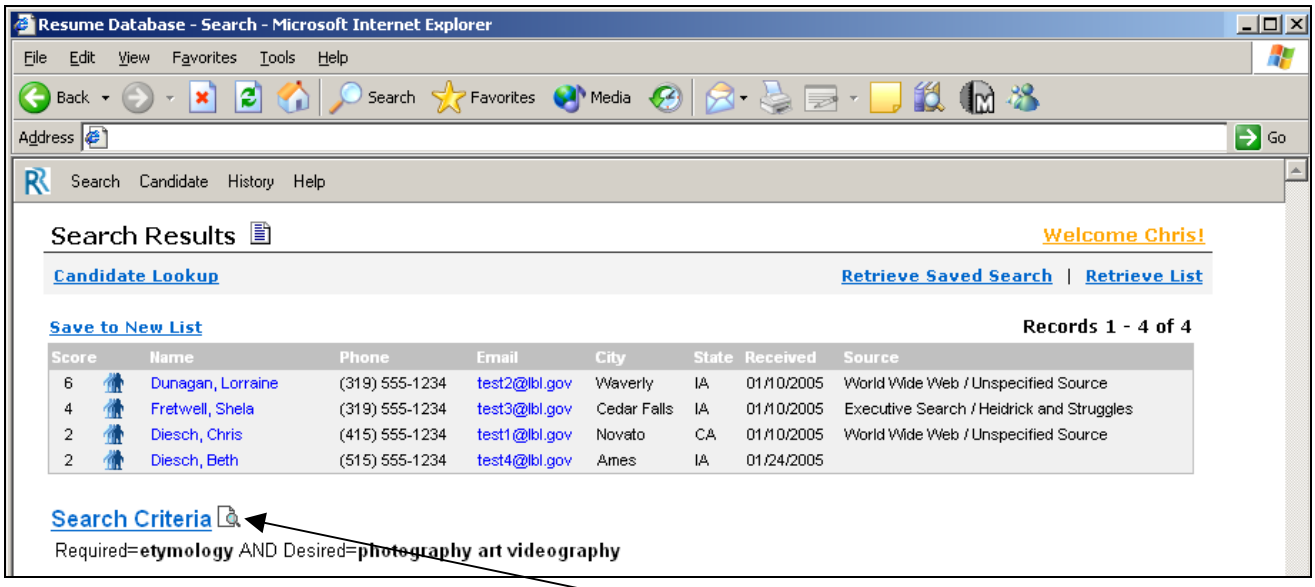


Begin a new search by either clearing the search screen or selecting "Database Search" from the Resume Repository Search menu:



Reminder: Each field works as an "and" condition. Thus, if you enter a combination of keyword, date, source code, and requisition number, you will receive only those resumes that meet all of those criteria. **(Not a valid search for the purpose of identifying applicants.)** Be sure to read the section that describes the process for completing a successful search, below, to maximize the success of your efforts.

1. Type in the required, desired, and/or conceptual keywords/criteria that describe the qualifications of the position. (Review the earlier section entitled "Keyword (Criteria) Search" for more information on how to enter keywords/criteria.)
2. Click Search, and the Search Results screen appears.



3. If the results list is too long, click the "Search Criteria" link at the bottom of the results screen to return to the initial search screen.
4. Refine the search by adding additional keywords/criteria, and click Search again.
5. Repeat steps 3 and 4 to refine the search until the number of results returned is a reasonable number to review.

Tip: If you think you might use the same search criteria again for a future opening (e.g., one that is frequently posted and for which search criteria are fairly consistent), you can save the search by clicking Save. Use the following naming convention:

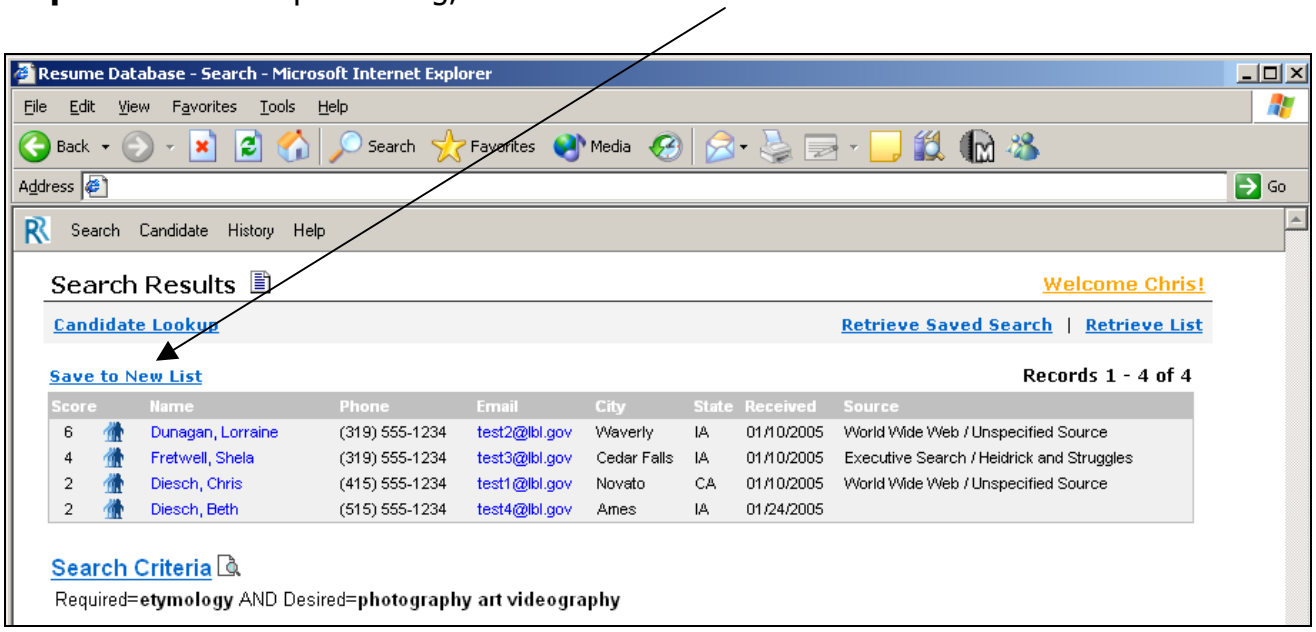
Recruiter initials (3 letters) - Level 1 Org Code (2 letters) - Req. No (6 digits) - Title

For example: CLD – CR – 018765 – HPCRD Department Head

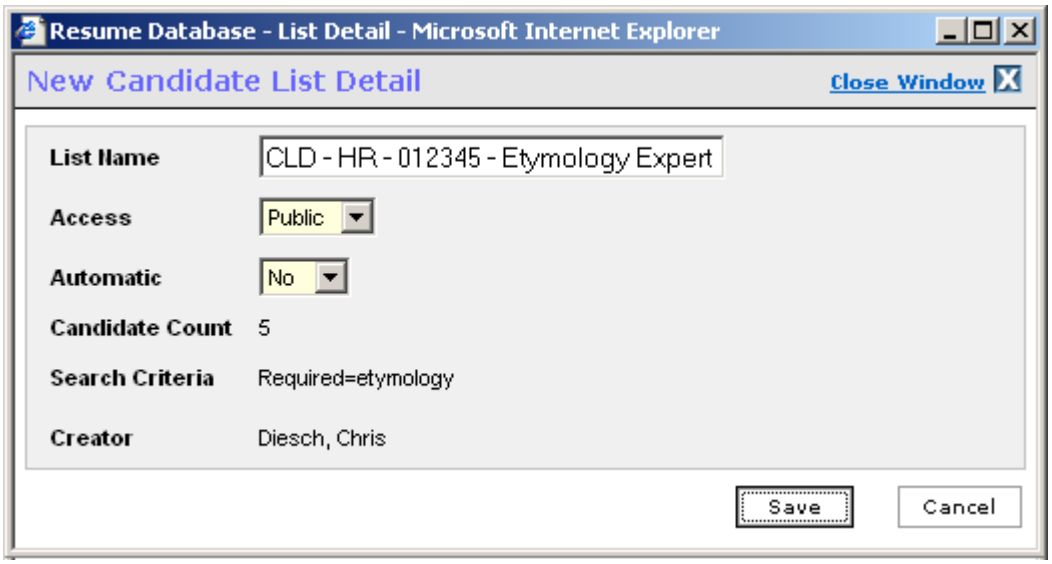
Be accurate in using this naming convention so that searches can be easily found in the lookup list.

Set access to "public" if others are likely to want to use this search.

6. **Important:** Before proceeding, click "Save to New List" to save the search results list.



The following dialog box will appear:



a) Use the following naming convention for the list name:

Recruiter initials (3 letters) - Level 1 Org Code (2 letters) - Req. No (6 digits) - Title (unlimited).

For example: **CLD – HR – 012345 – Etymology Expert**

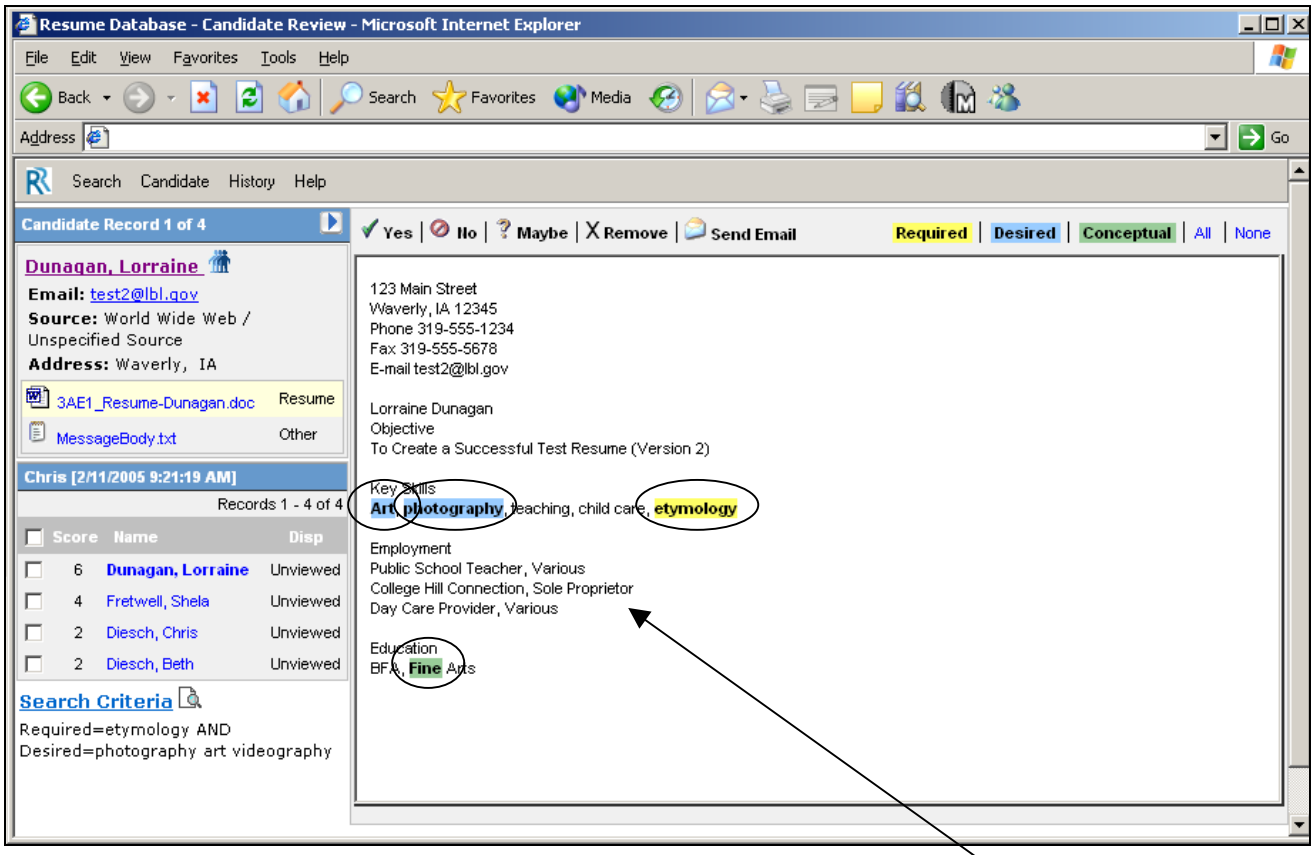
Be accurate in using this naming convention so that applicant lists can be easily found in the lookup list.

b) Set **Access** to "public" so that others can use the search results list if required (e.g., vacation, illness, shared recruiting processes).

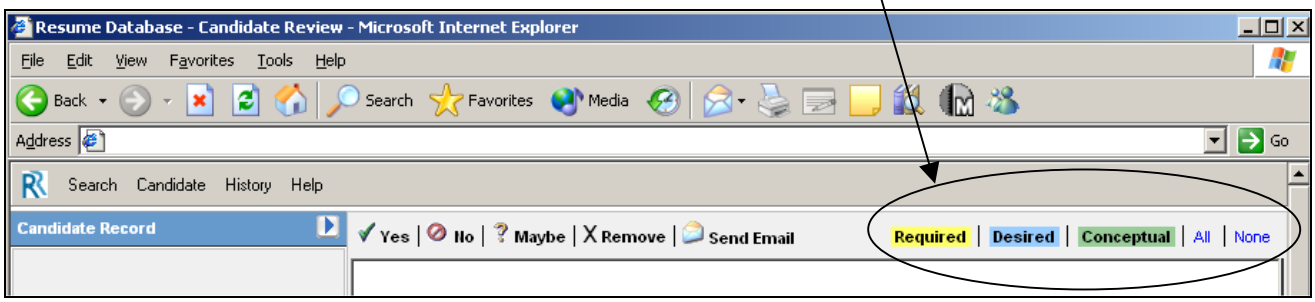
c) Set **Automatic** to "yes" so that Resume Repository will automatically add new applicant matches to the search results list as resumes are added to the database. Search criteria are saved with the search results (candidate/applicant) list and are the basis for automatic searches. Search results lists are refreshed hourly (unless being actively managed by the user).

d) Click Save .

7. Click on the first name in the search results list to go to the Talent Review screen and to manage the list of applicants generated. The Talent Review screen looks like this:



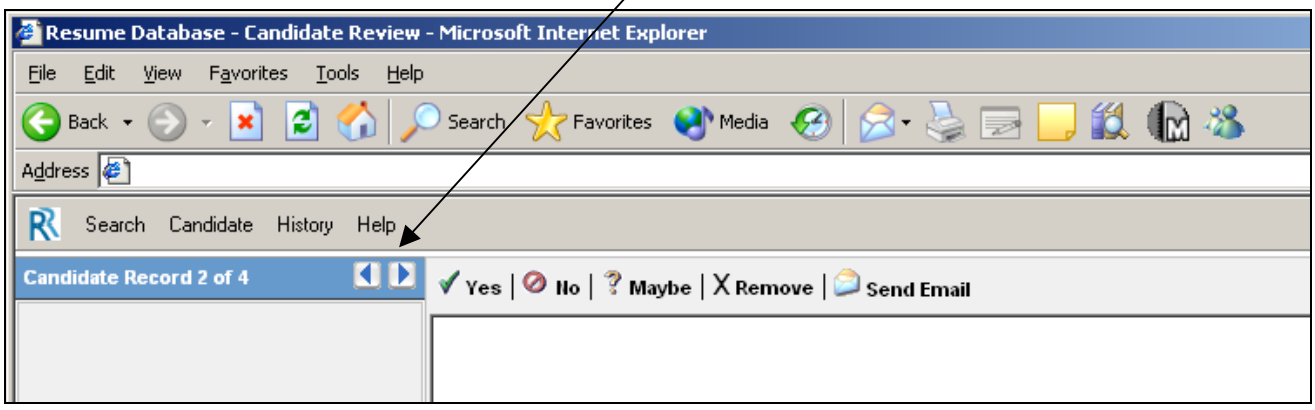
When reading a resume, the keywords that were entered are highlighted in the body of the resume. Various combinations of highlighting are available: all (required, desired, conceptual), none, or only one type (required, desired, none). To change what is highlighted in the body of the resume, click on one of the links on the top right-hand side of the Talent Review window.



8. Before continuing, review the section entitled "What Is An Applicant?", above. In brief, an **applicant** is anyone who is **minimally qualified** for a position. Thus, anyone who meets the minimum qualifications must be retained in the list, and anyone who does not meet the minimum qualifications must be removed. Lists can be managed by marking each resume as one of the following:

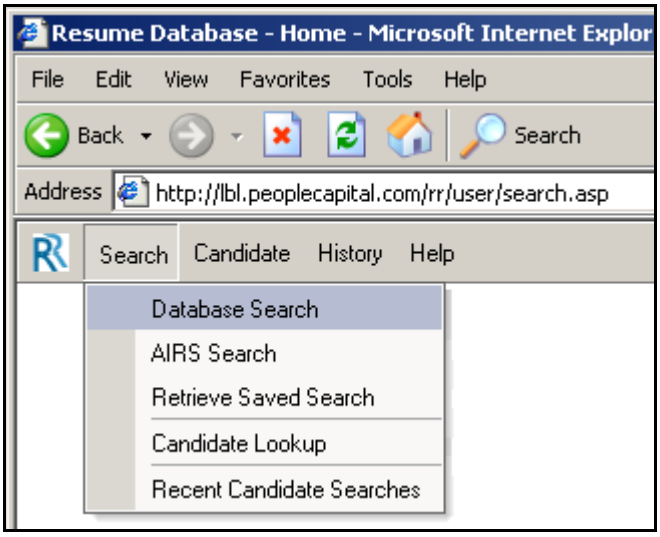
✓ Yes	Resumes that definitely should be sent to the hiring manager for review and comment ("A list")
? Maybe	Resumes that might be of interest to the hiring manager if more applicants are needed than those on the "A" list ("B list")
⊘ No	Resumes of applicants who are minimally qualified but not highly qualified enough to be sent to the hiring manager for review ("C list")
X Remove	Resumes of job seekers who match the minimum qualifications but are not qualified (false positives). Example: Someone who works at a coffee shop serving java would be a false positive on a search for Java developers. **Do not remove any applicants who are minimally qualified.**

After marking a resume with an appropriate disposition (yes, maybe, no, remove), Resume Repository will automatically advance to the next resume. To move through the list without marking a resume with a disposition, click on a job seeker's name on the left side of the page or use the previous and next arrows at the top of the page.



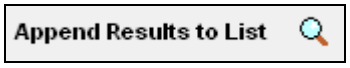
Note: There is no need to save the list that you are managing. Resume Repository saves it automatically, along with the search criteria.

9. To add and review the resumes of job seekers who have expressed an interest in ("applied for") the posting, return to the initial search screen and begin a new search:

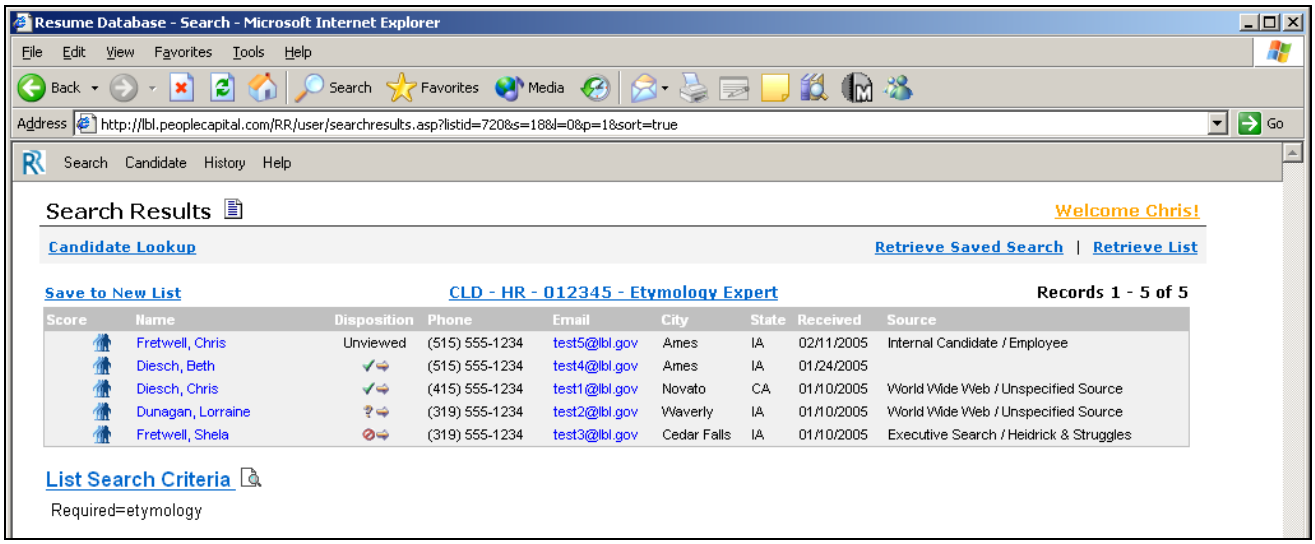


10. Click the magnifying glass in the "Req Applied For" field, and enter the requisition number:

Click on the magnifying glass in the "Append Results to List" field, and select the name of the list currently being managed:



Click Search. The list will now include job seekers who have expressed an interest in the position in addition to applicants already managed:



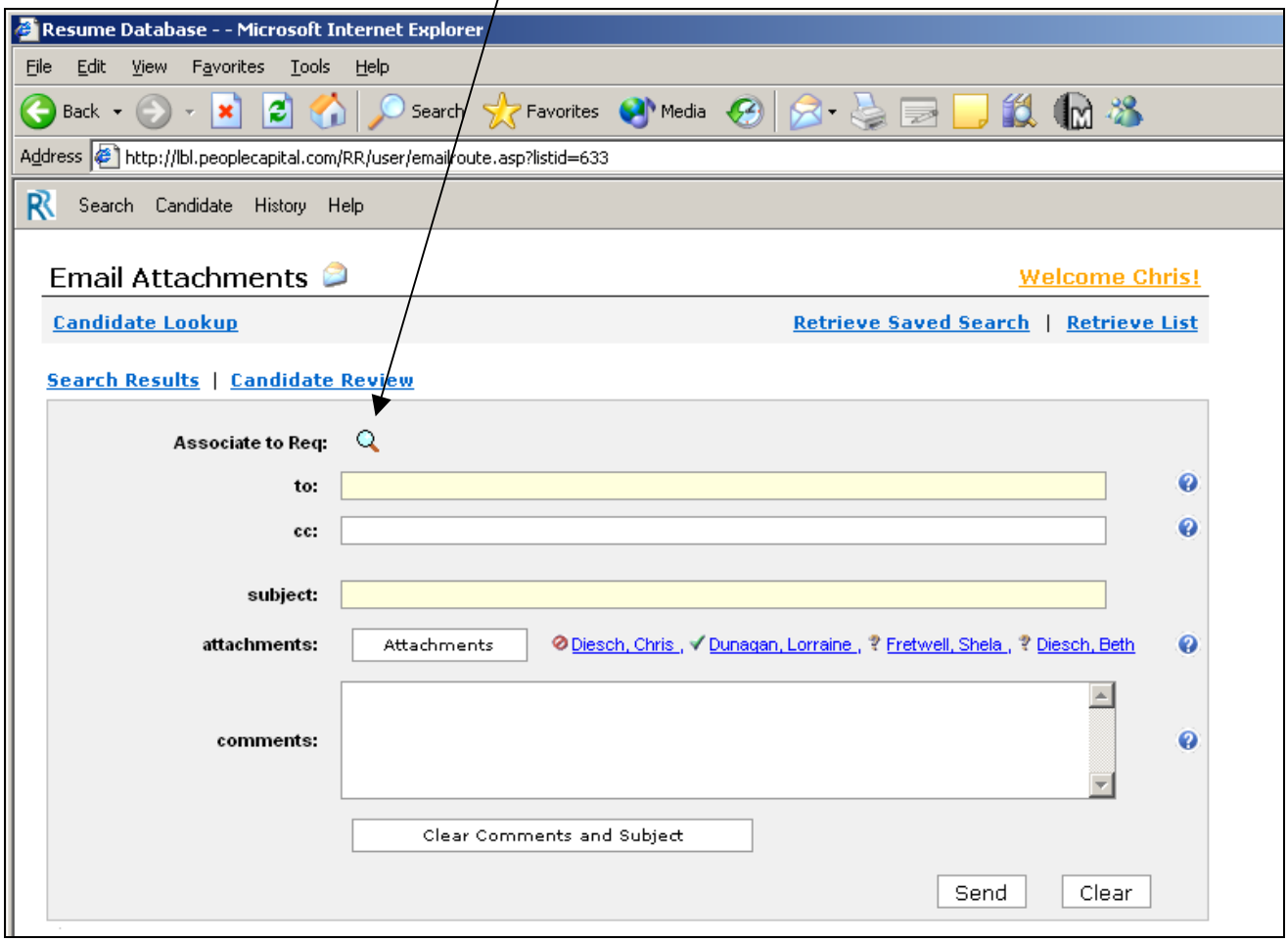
Click on the first unviewed name in the list, and manage according to the instructions in Step 8, above.

11. To send the "yes" resumes to the hiring manager and to track all minimally qualified applicants in PeopleSoft (those with a disposition of yes, maybe, or no), click "Send All".

Important: Do not leave the list without clicking "Send All". Exiting without clicking "Send All" will result in applicants not being tracked in PeopleSoft and will require all applicants to be dispositioned again. See the section, below, to learn how to re-disposition a list.

(continued)

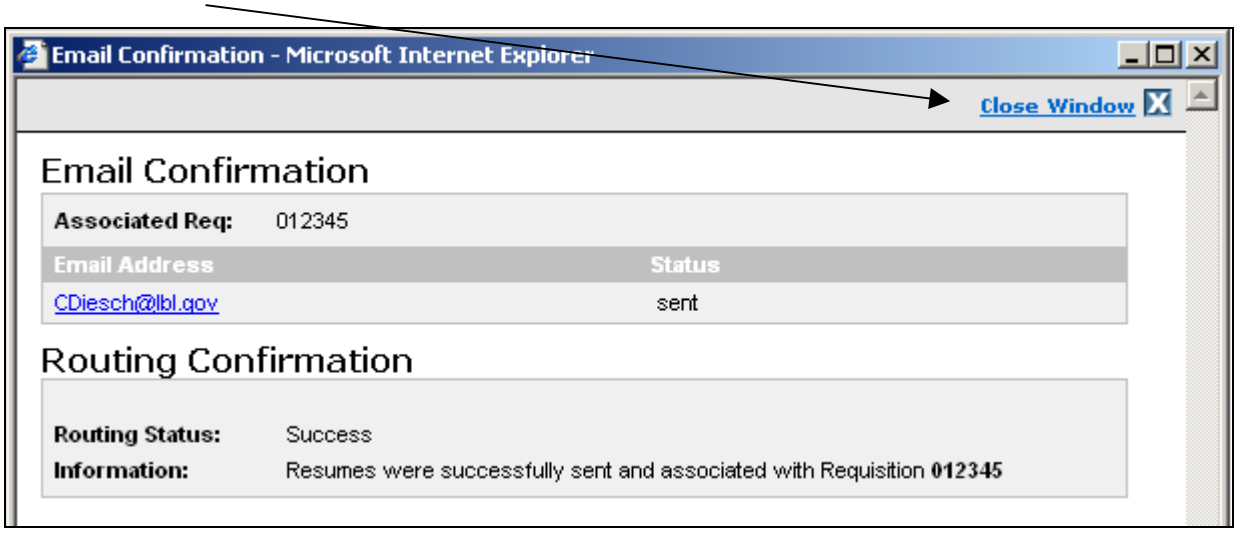
12. When the Email Attachments page appears, enter the requisition number in the "Associate to Req" field by clicking the magnifying glass.



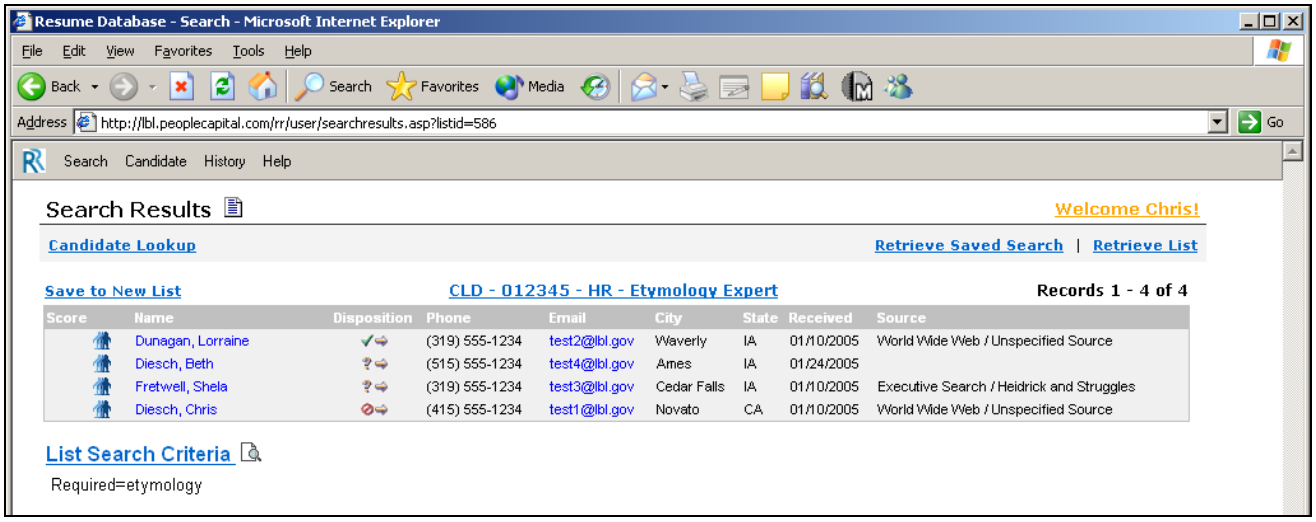
After selecting the appropriate requisition, the hiring manager's email address will automatically be added. Add a courtesy copy (cc) email address (if desired). Complete the subject (required) and add comments (strongly encouraged). To add additional email addresses (available from http://www.lbl.gov/ds), type each one in separated by a comma, semi-color, or space.

(continued)

13. Click "Close Window" after the Email Confirmation screen appears.



14. Resume Repository returns to the Search Results screen.

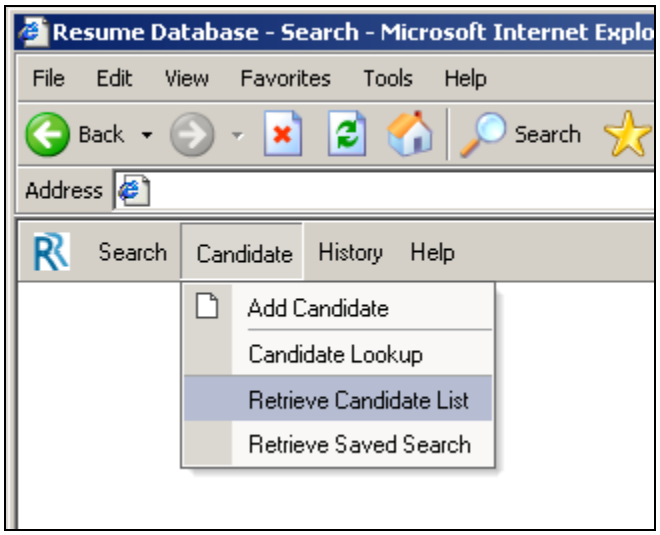


No further action is required until it is time to repeat the search and/or review automatic matches. This process is described in the next section.

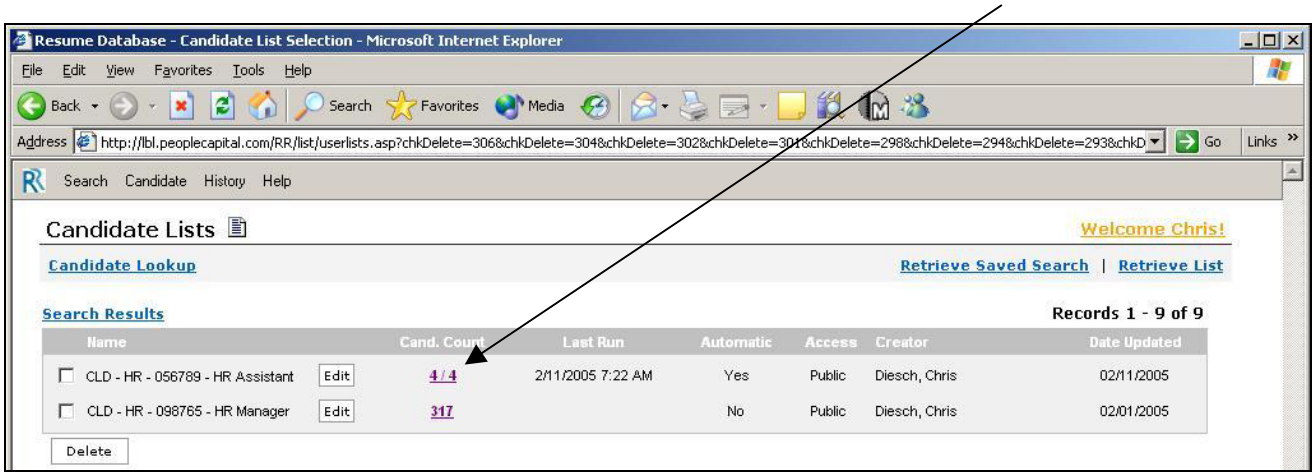
Note: The arrow ➪ next to the disposition symbol indicates that the applicant has been tracked in PeopleSoft.

Return Searches

1. Retrieve a saved candidate list by selecting "Retrieve Candidate List" from the Resume Repository Candidate menu:



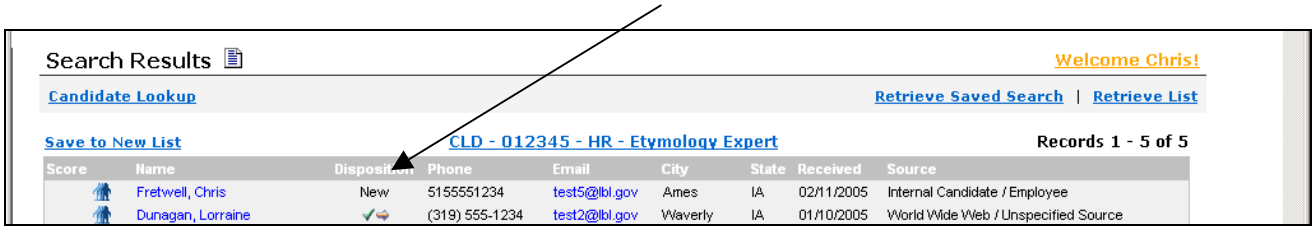
2. Select the candidate list to manage from the by clicking on the "Cand. Count" link:



If the list was saved with Automatic Match set to "yes", the previously-managed list will appear with any new matches listed and marked as "Unviewed".

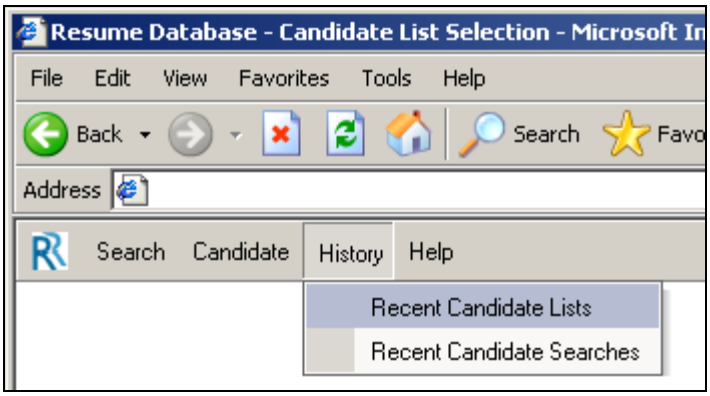
If Automatic Match was set to "no", the previously-managed list will appear as it did the last time it was used. To turn Automatic Match on, click Edit from the Candidate List page.

3. Click on the first name whose disposition is "new" and manage the list as described above.

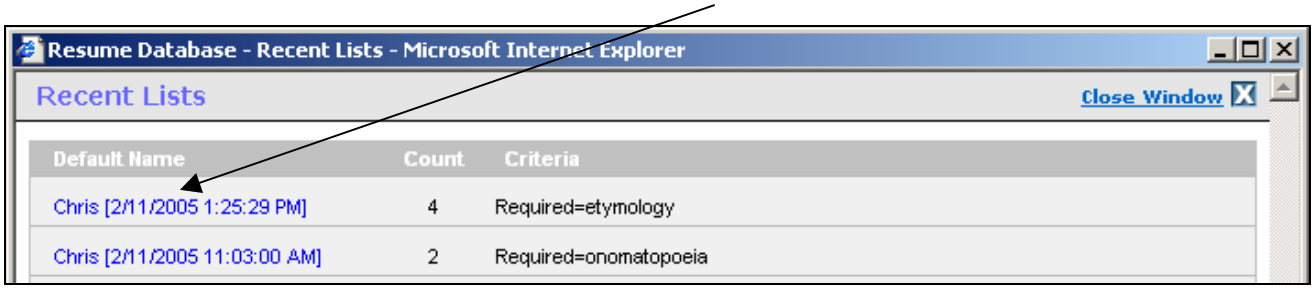


Help! I Forgot to Save My Results List with a Real Name!

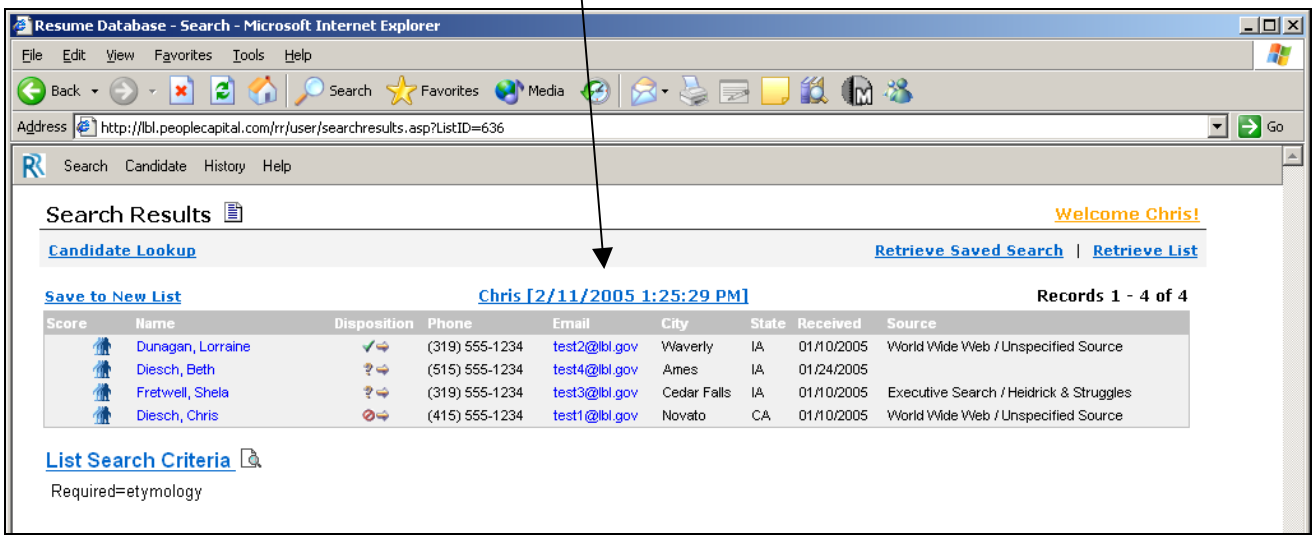
If you forgot to save your search results list with a real name before managing the list, first select "Recent Candidate Lists" from the Resume Repository History menu.



Review the criteria in the various historical candidate lists to determine which list is the previously-managed candidate list. Click on the "Default Name" to select it.



Once the list appears, click the temporary name and rename the search.

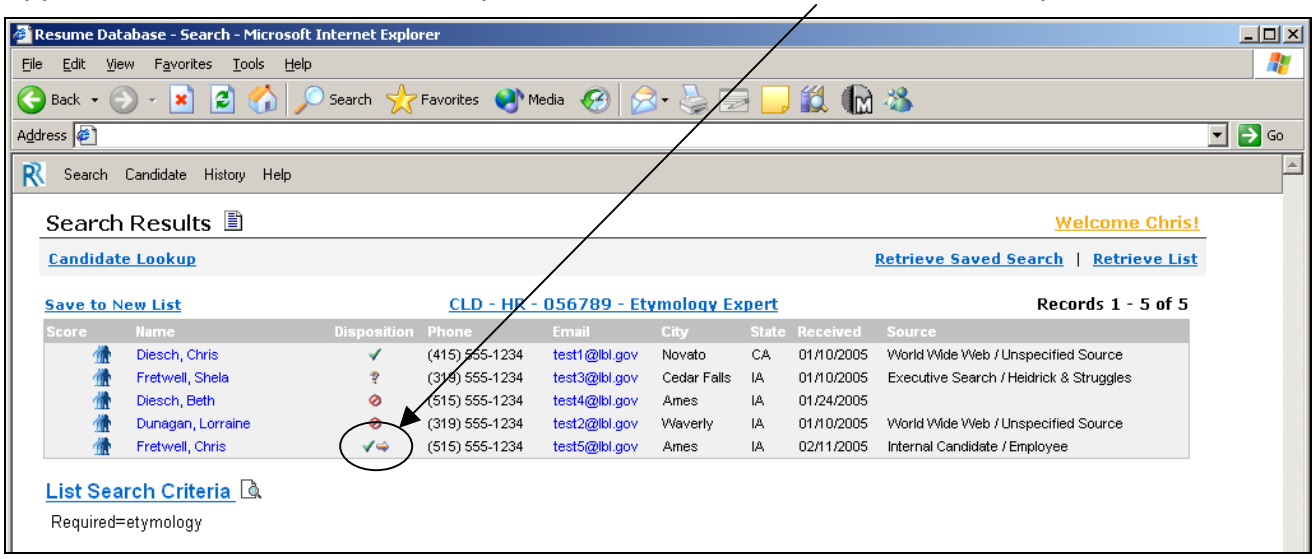


Manage the list as described previously.

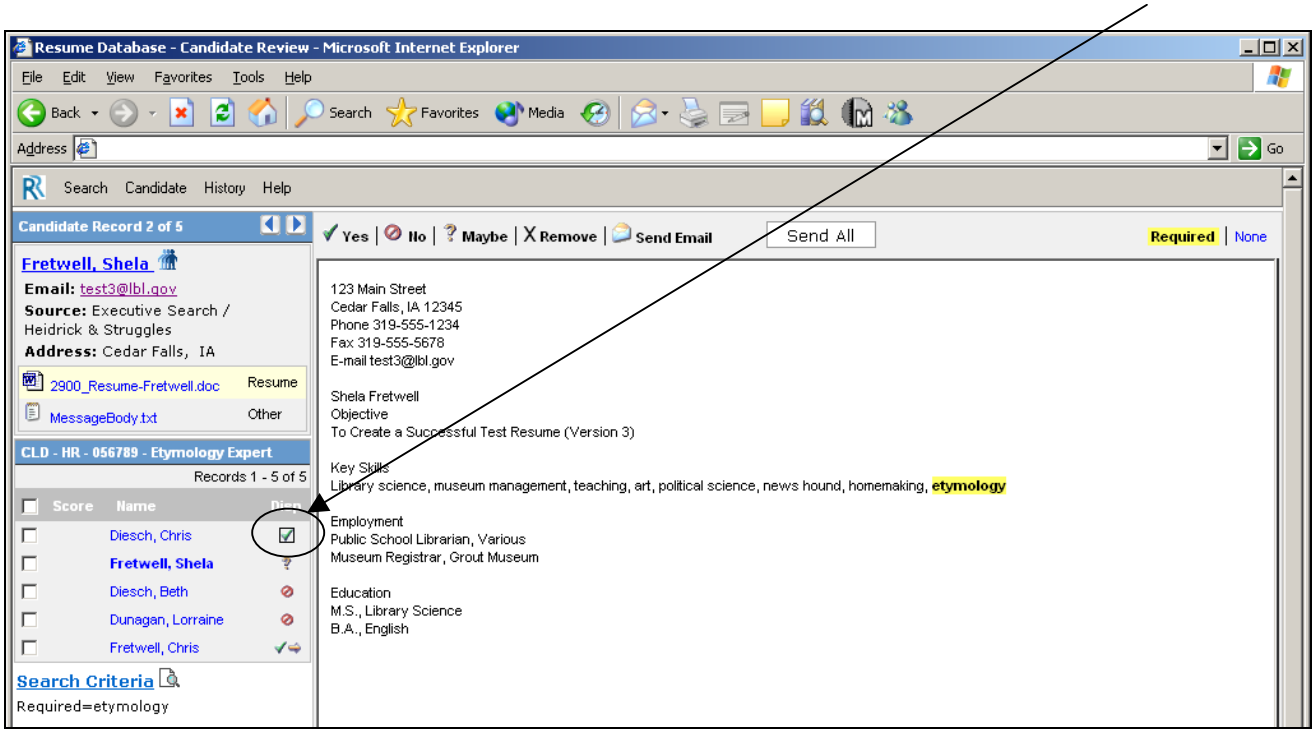
Help! I Forgot to Click "Send All" Before Leaving My List and Need to Re-Disposition Applicants

If you forgot to click "Send All" before leaving a list, applicants were not tracked to PeopleSoft and were not sent to the hiring manager. Each applicant must be re-dispositioned.

Applicants that are tracked in PeopleSoft have an arrow ➪ next to the disposition icon.



Click on the first name in the search results list without an arrow next to the disposition icon. When the Talent Review screen appears, click on the same disposition icon that was originally selected. The disposition icon will change to the icon surrounded by a box.

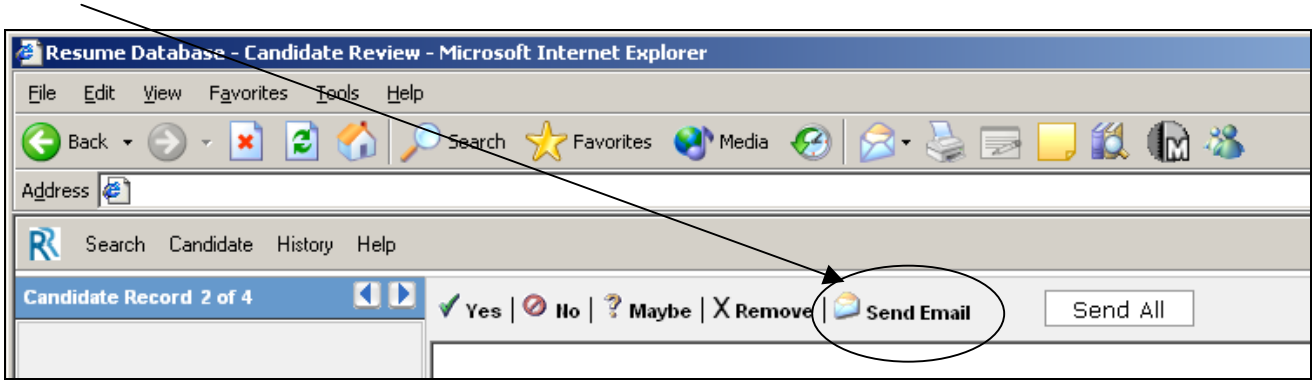


Repeat until all applicants without an arrow ➪ are dispositioned. Click "Send All", and follow the directions in the section above to send resumes to the hiring manager and track applicants in PeopleSoft.

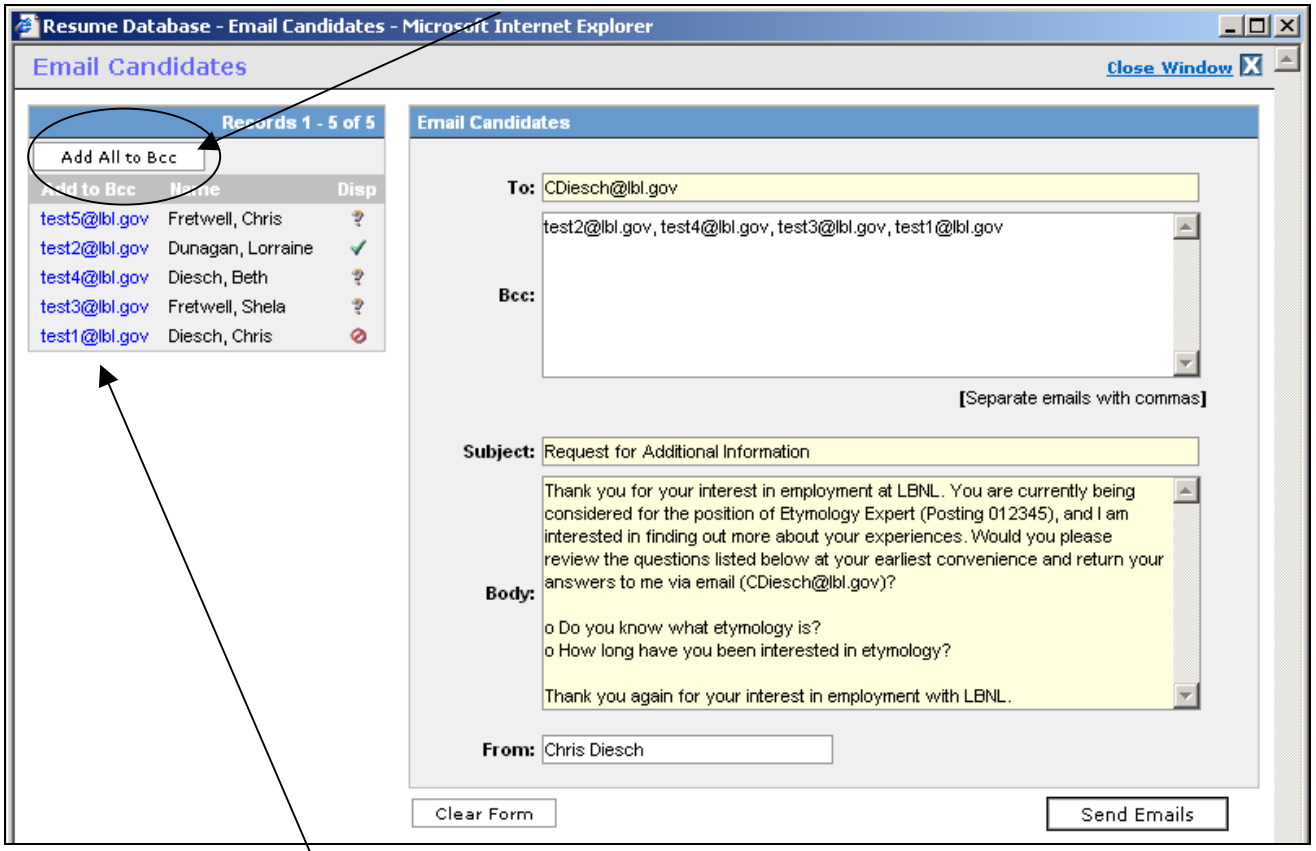
Contact Management

Sending Mail to Candidates

Email can be sent to applicants directly from the Talent Review screen.



After clicking on the "Send Email" button, a list is displayed that contains the names, dispositions, and email addresses of all applicants in the current list. To send email to all applicants on the list, click the "Add All to Bcc" button.



To send email to one applicant, click the applicant's email. To send to selected applicants, either click on each email address individually or type the applicant's email address into the Bcc field (separating each email address with commas). In this manner, email can be sent selectively; for example, one screening questionnaire could be sent to all applicants marked

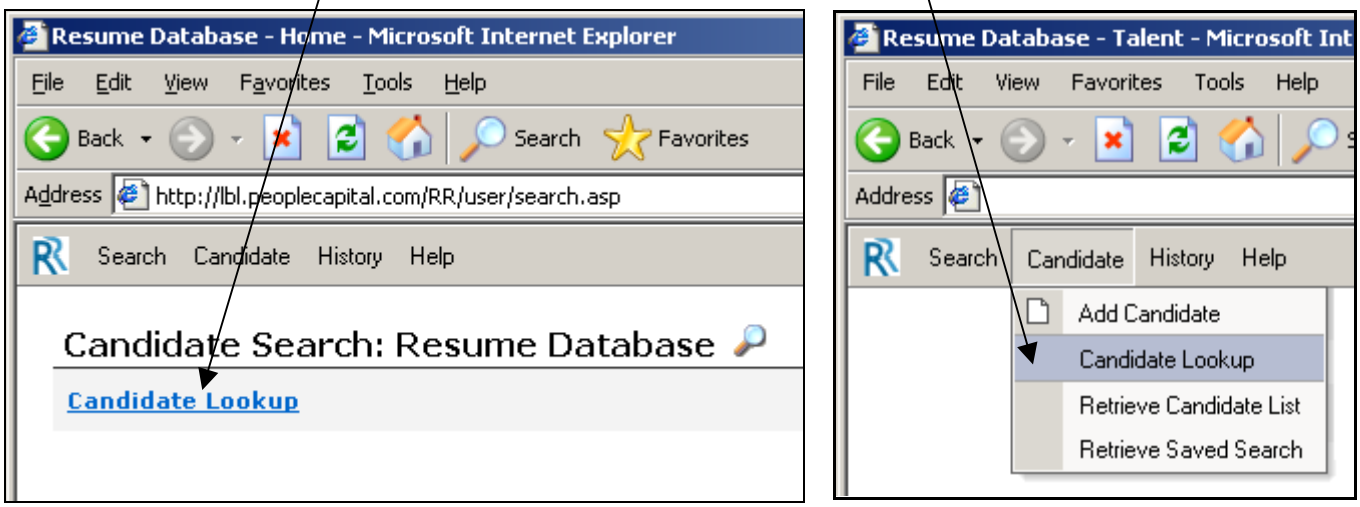
as "yes" and another to all applicants marked "maybe". When responses to the email are received, they can be saved and attached to the Candidate Record (as described below).

Name Search (to Manage Candidate Information/Applicant Profile)

The previous section described one method of accessing the candidate information (applicant profile) page. To go directly to the candidate information page, either:

Click on Candidate Lookup at the top of the initial search page.

Or, choose Candidate Lookup from the Candidate Menu.

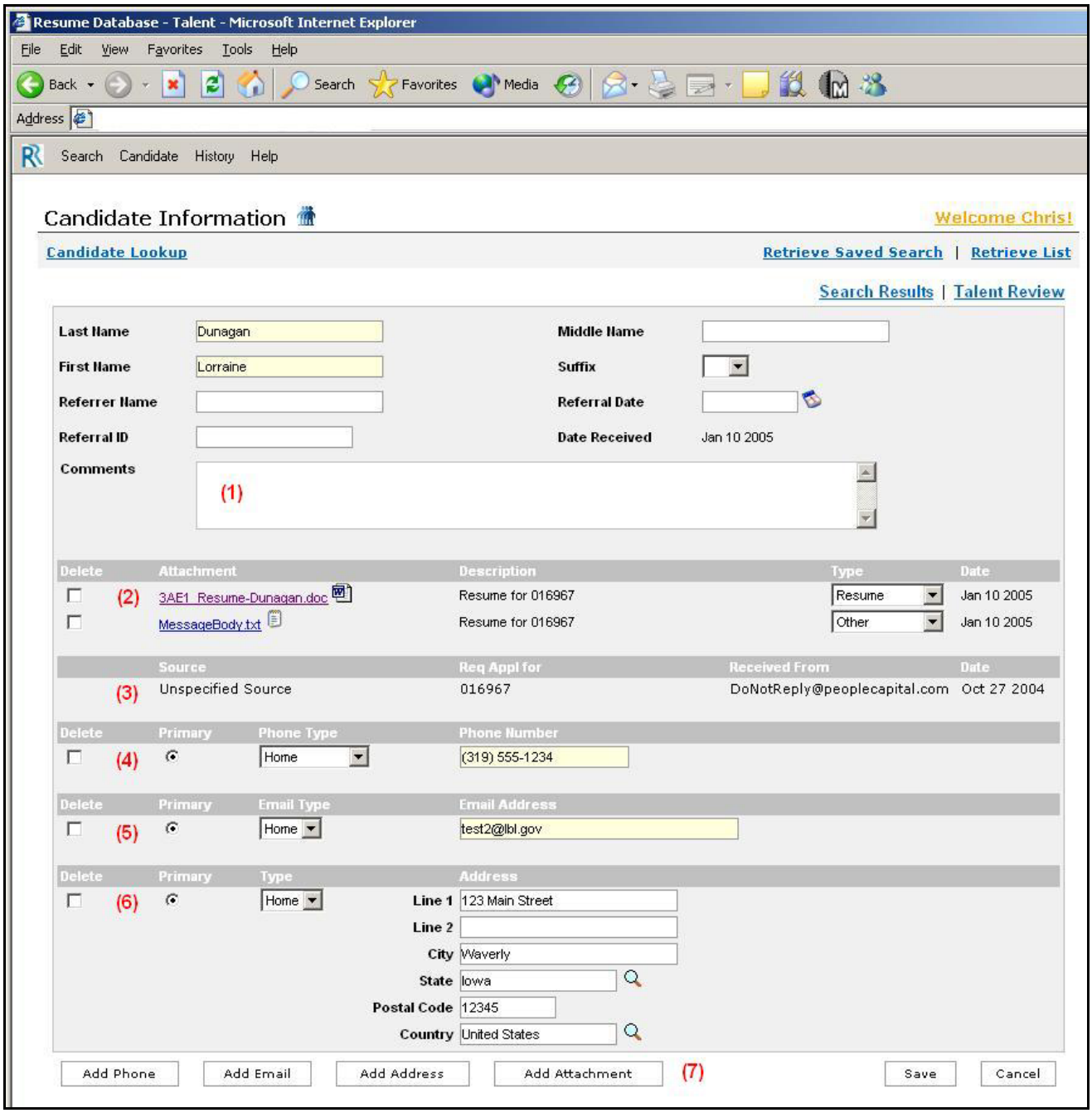


A screen shot of the candidate information (applicant profile) page is shown on the next page.

Note: Once in the candidate information (applicant profile) page, there is no way to attach the person to a requisition. Instead, use the Last Name, First Name search process described above to locate a person to be attached to a requisition. The candidate information option should be used primarily for contact management and for correcting parsing problems or other errors or inaccuracies in the applicant profile.

(continued)

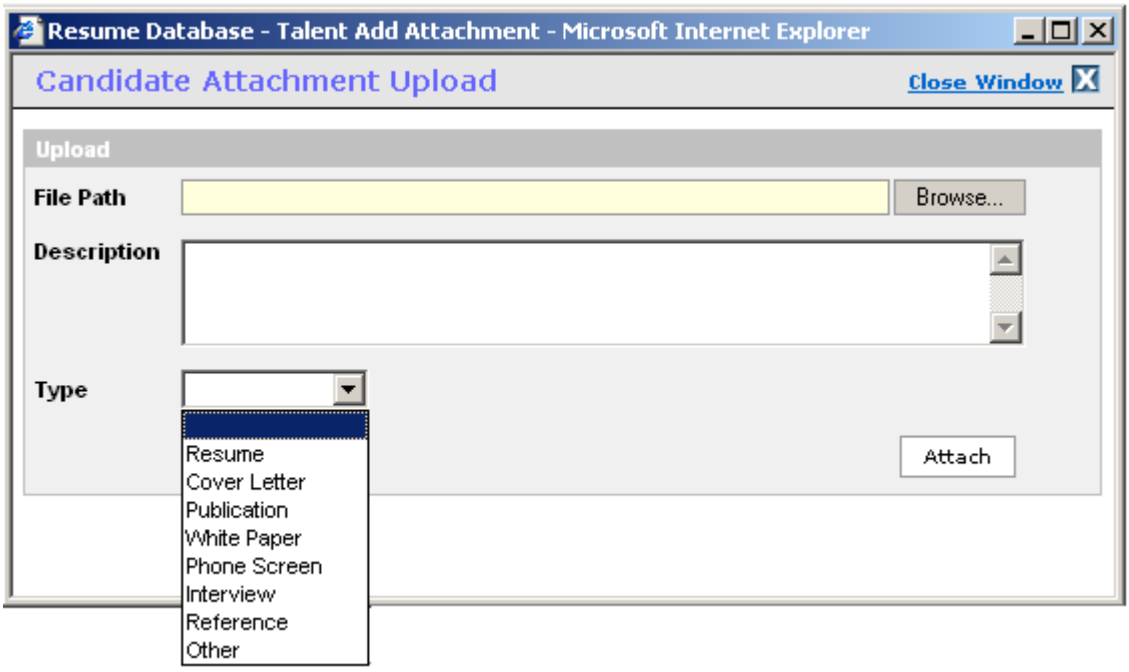
The candidate information (applicant profile) page can be edited, and comments about contacts with the candidate can be added **(1)**. The page includes a link to the person's resume **(2)** and shows the source **(3)** of the resume. Phone numbers **(4)**, email addresses **(5)**, street or mailing addresses **(6)** and attachments **(7)** may be added through this screen by clicking the appropriate button at the bottom of the page.



To delete items from this page, click the checkbox next to the item to be deleted, and then click the "save" button. There is no "undo" feature.

Note: Be sure to Save before leaving this page!

A variety of attachments can be added to the candidate information (applicant profile) page.



Click Browse... to locate the file to be attached.

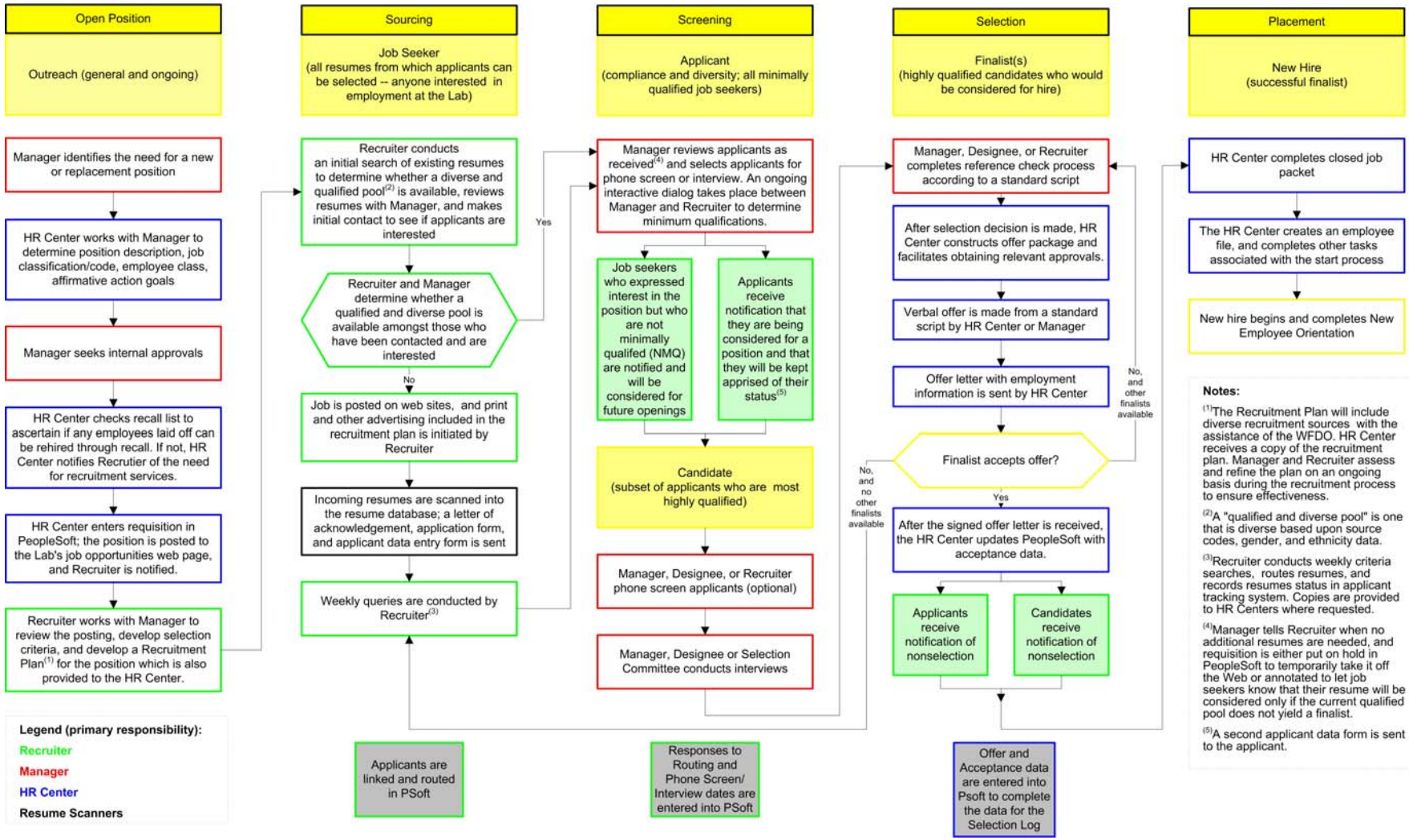
Add a brief description (e.g., a date, a summary, an author) and select a type at the time of upload – there isn't a way to add one later!

Click Attach to finish attaching the file. Your document will appear under the attachments list. See **(2)** on the previous page.

Unsolicited Resumes

Unsolicited resumes received directly from job seekers should be sent to employment@lbl.gov. Save a clean copy of the resume to your desktop (or other temporary location) and then attach to a new email message and send to employment@lbl.gov.

Appendix A: Recruitment and Selection Best Practices Model (Implemented March 2003)



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